Blount County Government

359 Court Street
Maryville, TN 37804-5906

Agenda

Board of Commissioners

1-A Jessica Hannah 865-978-7049 jhannah@blounttn.org
1-B Earl McMahan 865-216-3160 emcmahan@blounttn.org
2-A Mike Akard 865-982-6369 makard@blounttn.org
2-B Dyran Bledsoe 865-806-7091 dbledsoe@blounttn.org
3-A Scott King 865-455-7335 sking@blounttn.org
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9-A Ron French 865-577-8393 rfrench@blounttn.org
9-B Steve Mikels 865-755-6958 smikels@blounttn.org
10-A Linda Webb 865-389-0541 lwebb@blounttn.org
10-B David Wells 865-221-7603 dwells@blounttn.org

Thursday, August 15, 2024 **6:30 PM** **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 834 4334 4496

ROLL CALL

A. SETTING OF AGENDA.

B. CONSENT CALENDAR.

1. Minutes of Regular Commission Meeting on July 18, 2024.

Attachments: Minutes of Regular Commission Meeting 2024-Jul-18

2. Minutes of Called Commission Meeting on July 18, 2024.

Attachments: Minutes of Special Called Meeting 2024-Jul-18

3. Approval of Bonds and Oaths.

Attachments:
- BONDS AND OATHS RESOLUTION 24-08-011
- Oaths of Deputy Clerk 2024-Aug-15
- Oaths of Deputy Sheriff 2024-Aug-15
- Public Officials Bonds 2024-Aug-15
- Notary Public Bonds Oaths 2024-Aug-15

4. Notaries to be Elected.

Attachments:
- Notaries to be Elected 2024-Aug-15

5. Receiving of Reports. (INFORMATION ONLY)

Attachments:
- Jail Facility Inspection Report 2024-Jul-10
- Minutes of Human Resources Committee 2023-Nov-14
- Minutes of Insurance Committee 2023-Nov-14
- Minutes of Planning Commission 2024-May-23
- Records Requests Quarterly Report 2024 Q2
- Sheriff Annual Financial Report year end 2024-Jun-30
- Trustee Annual Financial Report FY23-2024

6. July 2024 Financial Reports. (INFORMATION ONLY)

Attachments:
- ARPA Utility Project Update July 2024
- ARPA Tracking 7.31.24
- FY24.25 Capital Exhibit Master
- July 2024 Expense Report
- July 2024 Revenue Report
- YTD Expense Report as of July 31 2024
- YTD Revenue Report as of July 31 2024
- US Bank Report July 2024

7. Blount County Highway Department's Employee Handbook. (INFORMATION ONLY)

Attachments:
- Memo outlining changes to the BCHD Employee Handbook
- BCHD Employee Handbook

8. Blount County Sheriff's Office Employee Policy and Procedure Manual. (INFORMATION ONLY)

Attachments:
- Memo Outlining Changes to the BCSO Employee Policy and Procedure Manual
- BCSO Employee Policy and Procedure Manual

9. Blount County Public Library Employee Handbook. (INFORMATION ONLY)

Attachments: Memo - No changes to the BCPL Employee Handbook
BCPL Employee Handbook

10. Tuckaleechee Utility District of Blount County, Tennessee, Order Appointing Commissioner Kenny Myers to Serve a 4-Year Term. (INFORMATION ONLY)

Attachments: TUD - Kenny Myers Reappointment 7.2024

C. PUBLIC INPUT ON ITEMS ON THE AGENDA.

D. ELECTIONS, APPOINTMENTS, AND CONFIRMATIONS.

1. Audit Committee (Term to Expire 09/01/2025) Reappointment of Ms. Karen McKee.

Attachments: Karen McKee 2019

2. Audit Committee (Term to Expire 09/01/2025) Appointment of Mr. Nick Meals to Fill the Vacancy of Mr. Lee Gowan.

Attachments: Nick Meals Resume

3. Board of Zoning Appeals (5-Year Term) Reappointment of Joe Everett.

Attachments: Joe Everett revised resume

E. UNFINISHED BUSINESS.

F. NEW BUSINESS.

1. Resolution No. 24-08-001, Budget Increase - Animal Center -$16,740.00 (Appropriate grant funds for the health care benefit line for the veterinarian position recently filled). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution - Animal Center Budget Adj
Amendment Animal Center Budget Adj
Memo - Animal Center Budget Adj

2. Resolution No. 24-08-002, Budget Increase – BCSO - $157,817.00 (Appropriate funds for a Juvenile Court officer ($80,317.00) and a vehicle ($77,500.00) to support full-time operations for a third courtroom). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution BCSO Juvenile Court Support
Amendment BCSO Juvenile Court Support
Memo Request for Juvenile Court Support
Back up BCSO Court Support req Statutes

3. Resolution No. 24-08-003, Budget Increase – Development - $144,000.00 (Appropriate funds approved during FY25 Budget process to purchase three vehicles nearing end of useful life). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments:
- Resolution Dev Svcs Vehicles
- Amendment Dev Svcs Vehicle
- Memo Dev Svcs Vehicle
- Back up F150 REGULAR CAB
- Back up SUV Quote

4. Resolution No. 24-08-004, Budget Increase – Highway Capital - $234,612.33 (Appropriate funds to purchase a triaxle dump truck to meet increased paving demands by transporting more product and finishing projects more quickly than with the current equipment). Referred to full commission with a favorable recommendation by the Budget Committee (4-1).

Attachments:
- Resolution HWY Capital TriAxle
- Amendment HWY Capital TriAxle
- Memo HWY Capital TriAxle
- Back up HWY Capital TriAxle Quote

5. Resolution No. 24-08-005, Budget Increase – Highway Capital - $174,627.45 Appropriate funds to purchase a second skid steer to increase efficiency by avoiding work crews having to wait on equipment. Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments:
- Resolution HWY Capital Skid Steer
- Amendment HWY Capital Skid Steer
- Memo HWY Capital Skid Steer
- Back up Skid Steer Quote

6. Resolution No. 24-08-006, Budget Increase - Highway Capital - $155,794.88 (Appropriate funds to purchase a mini excavator for the tiling crews to work in tight areas to reduce the amount of work being done by shovels). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments:
- Resolution HWY Capital Mini Ex
- Amendment HWY Capital Mini Ex
- Memo HWY Capital Mini Ex
- Back up Mini Ex Quote

7. Resolution No. 24-08-007, Budget Increase - Highway - $150,000.00 (Appropriate funds approved during FY25 Budget process to purchase salt and road treatment materials for winter storm preparation). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution HWY Salt
Amendment HWY Salt
Memo HWY Salt

8. Resolution No. 24-08-008, Budget Increase – Highway Capital - $89,515.00 (Appropriate funds to purchase a Ford F550 (shop truck) to make fleet repairs in the field, reducing the amount of down time on the job site). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution HWY Capital F550
Amendment HWY Capital F550
Memo HWY Captial F550
Back up Shop Truck Quote

9. Resolution No. 24-08-009, Budget Increase – Highway - $4,078.85 (Appropriate Insurance recovery funds for guardrail repairs following a motor vehicle accident on Peterson Lane). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution HWY Insurance Recovery
Amendment HWY Insurance Recovery
Memo HWY Insurance Recovery

10. Resolution No. 24-08-012, A Resolution That Approves an Agreement Term Which Extends Beyond the End of the Fiscal Year with Caremark and EHPC for the Administration of Employee Prescription Benefits.

Attachments: Resolution 24-08-012 Parmacy Benefit Manager 2025
CBIZ Presentation - PBM Employers Health_CVS Caremark.pdf
Prescription Benefit Services Agreement.pdf
Minutes of HR Committee 2024-Jul-16
Minutes of Insurance Committee 2024-Jul-16

11. Resolution No. 24-08-013, A Resolution to Adopt the Medical Premium Rate Structure for Blount County, Tennessee, Effective January 1, 2025.

Attachments: Resolution 24-08-013 Medical Premium Rates 2025
CBIZ Presentation - 2025 Medical Rates.pdf
Minutes of HR Committee 2024-Jul-16
Minutes of Insurance Committee 2024-Jul-16

12. Resolution No. 24-08-014, A Resolution to Adopt the Dental Premium Rate Structure for Blount County, Tennessee, Effective January 1, 2025.

Attachments:
- Resolution 24-08-014 Dental Premium Rates 2025
- CBIZ Presentation - 2025 Dental Rates.pdf
- Minutes of HR Committee 2024-Jul-16
- Minutes of Insurance Committee 2024-Jul-16

13. Resolution No. 24-08-015, A Resolution Amending the Blount County, Tennessee, Employee Handbook of Policies and Work Rules.

Attachments:
- Resolution 24-08-015 Amendment to Employee Handbook
- Exhibit A - BCG Employee Handbook
- Memo Outlining Changes to the Blount County Handbook
- Minutes of HR Committee 2024-Jul-16

14. Resolution No. 24-08-016, A Resolution Amending the Classification and Compensation Policy for Blount County, Tennessee.

Attachments:
- Resolution 24-08-016 Amending the Classification and Compensation Policy
- Exhibit A - Blount County Government Compensation Policy
- Memo outlining Classification and Compensation Plan Changes
- Minutes of HR Committee 2024-Jul-16

15. Resolution No. 24-08-017, Illicit Discharge: A Resolution Adopting Regulations to Protect Water Quality in the Unincorporated Areas of Blount County, Tennessee, by Prohibiting, Suppressing, and Preventing the Contamination of Storm Water by Illicit Discharge of Pollutants.

Attachments:
- Illicit Discharge Resolution_WSPrevised_draft2
- Stormwater Memo
- Map of Blount County M.S.4 Area

16. Resolution No. 24-08-018, Water Quality Buffer: A Resolution Establishing a Water Quality Buffer and Related Regulation of Streams, Rivers, Wetlands, Ponds and Lakes in Blount County, Tennessee.

Attachments:
- Water Quality Buffer
- Stormwater Memo
- Map of Blount County M.S.4 Area

17. Resolution No. 24-08-019, Storm Water Quality Management: A Resolution Establishing Storm Water Quality Management Criteria in the Urbanized Area of Blount County, Tennessee.

Attachments:
- Stormwater Quality Management
- Stormwater Memo
- Map of Blount County M.S.4 Area

18. Resolution No. 24-08-020, Water Quality Protection: A Resolution Adopting Regulations to Protect Water Quality in the Urbanized Area of Blount County, Tennessee, by Prohibiting, Suppressing, and Preventing the Contamination of Storm Water by Grading, Erosion, and Sedimentation.

Attachments: Protect Water Quality
Stormwater Memo
Map of Blount County M.S.4 Area

19. Resolution No. 24-08-021, A Resolution for the Blount County Highway Department to Enter Into an Inter Local Agreement with the Maryville-Alcoa Central Traffic Operations (MACTO) Group.

Attachments: 24-08-021 Interlocal Agreement - MACTO
Exhibit A - Interlocal Agreement MACTO
MACTO Memo

20. Setting of a Zoning Public Hearing to Amend the Zoning Map of Blount County, Tennessee, from R-1 (Rural District 1) to RAC (Rural Arterial Commercial) for a 3.194 Acre Portion of a 5.014 Parcel Located at 5212 U.S. Highway 411S. The property is identified as part of tax map 100 parcel 009.02.

Attachments: Memo to Request Zoning Public Haring R-1 to RAC 5212 US411S-6
Draft Resolution to Amend Zoning Map R-1 to RAC 5212 US411S
Report of Action for Request to Amend Zoning Map R-1 to RAC 5212 US411S-2
Staff Memo for Rezoning Request to Amend 5212 US411S-5

G. ANNOUNCEMENTS AND STATEMENTS.

H. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA.

I. ADJOURNMENT.

Legislation Details (With Text)

File #:	24-196	**Version:**	1	**Name:**	
Type:	Minutes			**Status:**	Agenda Ready
File created:	8/7/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Minutes of Regular Commission Meeting on July 18, 2024.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Minutes of Regular Commission Meeting 2024-Jul-18				

Date	Ver.	Action By	Action	Result

Minutes of Regular Commission Meeting on July 18, 2024.

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Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Draft

Board of Commissioners

1-A Jessica Hannah 865-978-7049 jhannah@blounttn.org
1-B Earl McMahan 865-216-3160 emcmahan@blounttn.org
2-A Mike Akard 865-982-6369 makard@blounttn.org
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10-A Linda Webb 865-389-0541 lwebb@blounttn.org
10-B David Wells 865-221-7603 dwells@blounttn.org

Thursday, July 18, 2024 **6:30 PM** **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 844 3273 1920

ROLL CALL

BE IT REMEMBERED, that the Blount County Board of Commissioners met in regular session on Thursday, July 18, 2024, at 6:30 p.m. in the Blount County Courthouse of Maryville, Tennessee. Blount County Commission Chairman Jared Anderson called the meeting to order. An electronic roll call was taken by Blount County Clerk Gaye Hasty. There were 18 members present and 3 absent. The following proceedings were held, to wit:

Present: 18 - Commissioner Mike Akard, Chairperson Jared Anderson, Commissioner Robbie Bennett, Commissioner Dyran Bledsoe, Commissioner Brad Bowers, Vice Chair Nick Bright, Commissioner Richard Carver, Commissioner Mike Caylor, Commissioner Misty Davis, Commissioner Ron French, Commissioner John Giles, Commissioner Jeff Jopling, Commissioner Scott King, Commissioner Staci Martin, Commissioner Steve Mikels, Commissioner Tom Stinnett, Commissioner Linda Webb, and Commissioner David Wells

Absent: 3 - Commissioner Jessica Hannah, Commissioner Earl McMahan, and Commissioner Dawn Reagan

A. SETTING OF AGENDA.

A motion was made by Commissioner Martin, seconded by Vice Chair Bright, that the agenda be set as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

B. CONSENT CALENDAR.

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

1. Minutes of Regular Commission Meeting on June 20, 2024.

Attachments: Minutes BOC Regular Meeting 2024-Jun-20

The minutes were approved.

2. Minutes of Zoning Public Hearing on July 09, 2024.

Attachments: Minutes Zoning Public Hearing 2024-Jul-09

The minutes were approved.

3. Approval of Bonds and Oaths.

Attachments: BONDS AND OATHS RESOLUTION 24-07-011

Oaths of Deputy Sheriff 2024-Jul-18

Notary Public Bonds Oaths 2024-Jul-18

The Resolution was adopted.

4. Notaries to be Elected.

Attachments: Notaries to be Elected 2024-Jul-18

The notaries were elected.

5. Receiving of Reports. (INFORMATION ONLY)

Attachments: Minutes of Beer Board 2024-Apr-18
Minutes of Budget Committee 2024-Jun-10
Minutes of BZA 2024-Apr-04
Minutes of Planning Commission 2024-Apr-25
Trustee Report June 2024
Clerk & Master Annual Financial Report FY23-2024
Co Clerk Annual Financial Report FY23-2024
Register of Deeds Annual Financial Report FY2023-24

The reports were received and filed.

6. June 2024 Financial Reports. (INFORMATION ONLY)

Attachments: ARPA Utility Project Update June 2024
ARPA Tracking 6.30.24
FY23.24 Capital Exhibit Master
June 2024 Expense Report
June 2024 Revenue Report
YTD Expense Report as of June 30 2024
YTD Revenue Report as of June 30 2024
US Bank Report June 2024

The reports were received and filed.

C. PUBLIC INPUT ON ITEMS ON THE AGENDA.

D. ELECTIONS, APPOINTMENTS, AND CONFIRMATIONS.

1. I.T. Committee Appointment of Blount County Schools Technology Supervisor Chad Morrison to fill the County School Representative Vacancy of John Herron.

Attachments: 2980_001

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

2. Smoky Mountain Tourism Development Authority (6 year term) Board Member Re-Appointment of Boyce Smith.

Attachments: Blount County Commission Request - 2024

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

E. UNFINISHED BUSINESS.

F. NEW BUSINESS.

1. BCSO Grant Application - $1,575,000.00, (To apply for FY25 School Security Officer Grant for 21 SROs at $75,000.00 each; no matching funds are required). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Grant Worksheet BCSO SRO

Memo_Solicitation BCSO SRO Grant

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

2. BCSO Grant Application - $625,000.00 (To apply for COPS Officer Hiring Program Grant, $125,000 per deputy for up to five deputies over three years; County match of at least 25% ($208,333), or more if elect for benefits, over three years). If approved BCSO would request vehicles for the deputies. Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Grant Worksheet BCSO COPS Hiring Grant

Memo BCSO COPS Hiring grant

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

3. BCSO Grant Application - $200,000.00 (To apply for funds to purchase a Virtra Virtual Training Simulator that provides training scenarios, namely de-escalation; No matching funds are required). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Grant Worksheet BCSO COPS Training Simulator

Memo BCSO COPS training simulator

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

4. BCSO Grant Application - $25,000.00 (To apply for non-inmate Emergency Mental Health Transport Program; No matching funds are required). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Grant Worksheet BCSO MHT

Memo solicitation BCSO MHT Grant

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

5. Resolution No. 24-07-001, Budget Increase FY24-25 - BCSO -$123,000.00 (Appropriate funds approved during FY24-25 Budget process to purchase twenty-eight rifles ($83,000) and ten AEDs ($40,000) nearing end of useful life). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution BCSO FY24-25 Add Req Rifles and AEDs
Amendment BCSO FY24-25 Add Req Rifles and AEDs
Memo BCSO FY25 FY24-25 Add Req Rifles and AEDs

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

6. Resolution No. 24-07-002, Budget Increase - BCSO - $70,725.00 (Appropriate funds to replace a vehicle involved in an incident involving gunfire). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution BCSO Replacement Vehicle
Amendment BCSO Replacement Vehicle
Memo BCSO Replacement Vehicle

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

7. Resolution No. 24-07-003, Budget Increase - Various Departments - $8,932,091.96 (Re-appropriate funds from prior year to support the ongoing Capital projects). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution-FY24-25 Re-appropriation
Amendment-FY24-25 Re-appropriation
Memo FY24-25 Re-appropriation

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

8. Resolution No. 24-07-004, Budget Increase – General Construction Capital - $100,000.00 (Appropriate contingency funds to support FY24-25 capital projects). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution 189 FY24-25 Capital Contingency
Amendment 189 FY24-25 Capital Contingency
Memo 189 FY24-25 Capital Contingency

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

9. Resolution No. 24-07-005, Budget Increase – Highway - $248,396.18 (Appropriate funds to repair the bridge on Whites Mill Road). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution HWY Whites Mill Rd Bridge
Amendment HWY Whites Mill Rd Bridge
Memo HWY Whites Mill Rd Bridge

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

10. Resolution No. 24-07-006, Budget Increase – Development - $100,000.00 (Appropriate funds to address the concerns brought forward from the Public Service Committee for the abatement of violation of TCA 5-1-115 to address overgrown vegetation, litter and trash concerns). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution Development Lot Clean Up
Amendment Development Lot Clean up
Memo Development Lot Clean Up
Back up Development Lot Clean Up TCA 5-1-115

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

11. Resolution No. 24-07-007, Budget Increase – School Capital - $4,998,500.00 (Appropriate funds for phase two of the William Blount High School Career Technical Building Renovation Project). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution Shcool Capital WBHS CTE Part 2
Amendment School Capital WBHS CTE Part 2
Memo School Capital WBHS CTE Bldg Part 2

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

12. Resolution No. 24-07-008, Budget Increase – School Capital - $230,000.00 (Appropriate funds for replacement of the fire alarm system at Carpenters Middle School to comply with updated codes). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution Schools CMS Fire Alarm
Amendment Schools CMS Fire Alarm
Memo Schools CMS Fire Alarm

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

13. Resolution No. 24-07-009, Budget Increase – School Capital - $300,000.00 (Appropriate contingency funds to support FY24-25 capital projects). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution Schools 177, FY24-25 Contingency Funds
Amendment Schools 177, FY24-25 Contingency Funds
Memo Schools 177, FY24-25 Contingency Funds
Back Up Schools 177, Contingency Spend

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

14. Resolution No. 24-07-010, Budget Amendment – Schools General Fund (Allocate the designated revenues and appropriations for a FY24-25 balanced budget). Referred to full commission with an unfavorable recommendation by the Budget Committee (5-0).

Attachments: Resolution Schools Fund 141 FY24-25 Budget Adjustments
Amendment Schools Fund 141 FY24-25 Budget Adjustments
Memo Schools Fund 141 FY24-25 Budget Adjustments

A motion was made by Commissioner French, seconded by Commissioner Bowers, that the Resolution be adopted. Commissioner Martin abstained stating a conflict of interest. Commissioner Wells abstained stating a conflict of interest. Commissioner Bennett abstained stating a conflict of interest. An electronic vote was taken. The Chairman inquired of the Commission whether any member voted in violation of TCA 5-5-112(a)(1), and there was no reply. The Chairman declared the motion to have failed by the following vote:

Yes: 5 - Bledsoe, Bowers, French, Jopling, and Stinnett

No: 10 - Akard, Anderson, Bright, Carver, Caylor, Davis, Giles, King, Mikels, and Webb

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 3 - Bennett, Martin, and Wells

15. Resolution No. 24-07-014, Purchasing - Request a multi-year contract for five years with First Watch, software that ensures the County's third-party ambulance service is compliant with the county contract. This contract secures pricing of $19,137.25 annually for 5 (five) years. Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution First Watch Multi-Year July 2024 Commission

Memo First Watch Multi-Year July 2024 Commission

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

16. Resolution No. 24-07-015, Information Technology Grant Application and Contract (Approve and accept the State of Tennessee to provide the County with Endpoint Protection and Response software.) The state will provide sixteen months (Jun 2024-Jan 2026) at no cost to the county. The county currently pays $28,000 annually for the same service. Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution IT Grant Cyber Safe TN

Memo IT Grant Cyber Safe TN

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

17. Resolution No. 24-07-016, A Resolution to authorize Blount County to participate in the Kroger Opioid Settlement and any future opioid payments resulting from litigation. Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Attachments: Resolution - Kroger Opioid Abatement Settlement (1)

Memo and TN opioid abatement agreement

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

18. Resolution No. 24-07-012, A Resolution to Amend the Zoning Map of Blount County, Tennessee, from R-1 (Rural District 1) to RAC (Rural Arterial Commercial) for a 3.333 Acre Tract of Land Located at 4422 U.S. Highway 411S. (The Property to be Known as Tax Map 089 Parcel 119.01, and is Currently Identified as Part of Tax Map 089 Parcel 119.00.)

Attachments: Resolution Amend 4422 US Hwy 411S R1-RAC

Public Hearing Ad 07.09.24

Memo Request for Zoning Public Hearing R-1 to RAC 4422 Hwy 411S 2024-May-30
Draft Resolution Amend Zoning Map R-1 to RAC 4422 Hwy 411S

Report of Action for Request to Amend Zoning Map R-1 to RAC 4422 Hwy 411S
Memo for Rezoning Request to Amend 4422 Hwy 411S from R-1 to RAC

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

Yes: 17 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 1 - French

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

G. ANNOUNCEMENTS AND STATEMENTS.

The Chairman recognized Mayor Ed Mitchell who gave special thanks to the Blount County Commission for their support in the advancements made in creating the partnership with Prisma Health. The Mayor requested that the minutes reflect and give special recognition to Blount County Chief Administrative Officer, Randy Vineyard for the many hours that he spent on this project. Mr. Vineyard was the pivoting force in making these changes happen that will improve the health care for the citizens of Blount County.

H. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA.

I. ADJOURNMENT.

A motion was made that the meeting be adjourned. With no objection, the Chairman declared the meeting to be adjourned. The Blount County Board of Commissioners having met in regular session on Thursday, July 18, 2024, adjourned at 7:49 p.m.

Legislation Details (With Text)

File #:	24-197	**Version:**	1	**Name:**	
Type:	Minutes			**Status:**	Agenda Ready
File created:	8/7/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Minutes of Called Commission Meeting on July 18, 2024.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Minutes of Special Called Meeting 2024-Jul-18				

Date	Ver.	Action By	Action	Result

Minutes of Called Commission Meeting on July 18, 2024.

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Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Draft

Board of Commissioners

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

Thursday, July 18, 2024 **5:00 PM** **Blount County Courthouse, Room 430**

SPECIAL CALLED
Live stream via https://zoom.us/join
Zoom Meeting ID: 875 9846 6698

ROLL CALL

BE IT REMEMBERED, that the Blount County Board of Commissioners met in special called session on Thursday, July 18, 2024, at 5:00 p.m. in the Blount County Courthouse of Maryville, Tennessee. Blount County Commission Chairman Jared Anderson called the meeting to order. An electronic roll call was taken by Blount County Clerk Gaye Hasty. There were 18 members present and 3 absent with the late arrivals of Commissioners Bennett, Bowers, Jopling and Martin. The Chairman declared that a quorum was present. The following proceedings were held, to wit:

Present: 18 - Commissioner Mike Akard, Chairperson Jared Anderson, Commissioner Robbie Bennett, Commissioner Dyran Bledsoe, Commissioner Brad Bowers, Vice Chair Nick Bright, Commissioner Richard Carver, Commissioner Mike Caylor, Commissioner Misty Davis, Commissioner Ron French, Commissioner John Giles, Commissioner Jeff Jopling, Commissioner Scott King, Commissioner Staci Martin, Commissioner Steve Mikels, Commissioner Tom Stinnett, Commissioner Linda Webb, and Commissioner David Wells

Absent: 3 - Commissioner Jessica Hannah, Commissioner Earl McMahan, and Commissioner Dawn Reagan

I, Mayor Ed Mitchell, pursuant to and in accordance with the authority vested in me by Tennessee Code Annotated § 5-5-105, hereby call a special meeting of the Board of County Commissioners of Blount County, Tennessee (the "County"), for the following purpose: (i) To hear a presentation/report from Juniper Advisory; and (ii) Discussion and possible action regarding Blount Memorial Hospital Board of Directors recommendation of a partner for the hospital.

Attachments: PUBLIC NOTICE - Special Called Meeting 7.18.2024 re BMH

The Chairman recognized the Clerk to read the call out loud.

A. Public Input on Items on the Agenda.

B. Presentation/Report From Juniper Advisory.

Juniper Advisory Partner Rex Burgdorfer spoke about the selection process for a health care partner for Blount Memorial Hospital. The top three finalists considered were Covenant Health, the University of Tennessee Medical Center, and Prisma Health. President of the Blount Memorial Hospital Board of Directors Chris Flynn said that after careful consideration by the advisory committee and board, it was unanimously voted to recommend Prisma Health for partner with the hospital. Juniper Advisory Executive Director Chris Benson highlighted the potential changes that would positively impact the hospital for the next 50 years. This partnership ultimately rests with the Tennessee Attorney General's approval of the contract.

C. Discussion and Possible Action Regarding Blount Memorial Hospital Board of Directors' Recommendation of a Partner for the Hospital.

1. RESOLUTION NO. 24-07-017 TO ADDRESS THE OPERATION OF BLOUNT MEMORIAL HOSPITAL

Attachments: Blount County Commissioner Resolution re BMH-Prisma LOI(45256661)
Prisma Project True North Letter of Intent Final PDF

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

Commissioner French requested his name be added as sponsor on the resolution, and suggested that all 21 commissioners' names be added as sponsors. With no objection, the Chairman declared that the commissioners' names be added as sponsors on the resolution. There was no objection.

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

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Jopling, King, Martin, Mikels, Stinnett, Webb, and Wells

No: 0

Absent: 3 - Hannah, McMahan, and Reagan

Abstain: 0

ADJOURNMENT

With no further business, the Chairman declared the meeting to be adjourned. The special called meeting of the Blount County Board of Commissioners adjourned on Thursday, July, 18 2024, at 5:43 p.m.

Legislation Details (With Text)

File #:	RES 24-285	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/29/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Approval of Bonds and Oaths.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	BONDS AND OATHS RESOLUTION 24-08-011 Oaths of Deputy Clerk 2024-Aug-15 Oaths of Deputy Sheriff 2024-Aug-15 Public Officials Bonds 2024-Aug-15 Notary Public Bonds Oaths 2024-Aug-15				

Date	Ver.	Action By	Action	Result

Approval of Bonds and Oaths.

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RESOLUTION NO. 24-08-011

Sponsored by Commissioners Jared Anderson and Nick Bright

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

BE IT RESOLVED, by the Board of Commissioners of Blount County, Tennessee, in regular session assembled on August 15, 2024:

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

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

WHEREAS, said Gaye Hasty, has certified according to the records of her office that the persons named on the attached listing entitled "PUBLIC OFFICIALS BONDS" have given approved bonds where applicable; and

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

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

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

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

CERTIFICATION OF ACTION	**ATTEST**
Commission Chairman	County Clerk
County Mayor	Date

☐ Approved
☐ Vetoed

REPORT FROM THE OFFICE OF THE COUNTY CLERK
TO THE BLOUNT COUNTY COMMISSION
OATHS OF DEPUTY CLERK
August 15, 2024

Deputy County Clerks

Date of Oath
July 23, 2024

Megan Burnett

REPORT FROM THE OFFICE OF THE COUNTY CLERK

TO THE BLOUNT COUNTY COMMISSION

OATHS OF DEPUTY SHERIFFS

August 15th, 2024

DEPUTY	DATE
Amber Sparks	07/22/2024
John Kirchner	07/22/2024
Matthew Rinehart	07/22/2024
Aury Cholbera	07/22/2024
Justin Crabtree	07/22/2024
Richard Terry Orr	07/22/2024

REPORT FROM THE OFFICE OF THE BLOUNT COUNTY CLERK

TO THE BLOUNT COUNTY COMMISSION

PUBLIC OFFICIALS BOND

AUGUST 15, 2024

PUBLIC OFFICIAL NAME AND TITLE	COVERED DATES OF BOND	AMOUNT OF BOND (USD)
Todd Orr Property Assessor	September 01, 2024 – September 01, 2028	$50,000.00

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

DATE: AUGUST 15, 2024

THE FOLLOWING NOTARIES PUBLIC ELECT OF BLOUNT COUNTY APPEARED IN THE COUNTY CLERK'S OFFICE TO RECEIVE THEIR COMMISSIONS DULY SIGNED BY HONORABLE BILL LEE GOVERNOR, AND COUNTERSIGNED BY APPROVED BOND OF TEN THOUSAND DOLLARS AND QUALIFIED AS BY LAW REQUIRED:
New Total: 44 Reappointment Total: 0

NAME OF NOTARY PUBLIC	DATE QUALIFIED	SURETIES
J RYAN CRAWFORD	07-02-2024	CONTRACTORS BONDING AND INS CO
DARLENE CARROLL	07-02-2024	SURETY BONDING CO OF AMERICA
MELANIE E. DAVIS	07-02-2024	WESTERN SURETY CO
EDITH DAILEY	07-03-2024	WESTERN SURETY CO
URSULA RIDINGS MCCALL	07-03-2024	SAMUEL C MCCALL JOSH MCCALL
JACK LYNN LAIL	07-08-2024	SURETY BONDING CO OF AMERICA
JUDY C OGLE	07-08-2024	WESTERN SURETY CO
DENISE M LONGCHAMP	07-09-2024	WESTERN SURETY CO
JUDY M PERKINS	07-09-2024	THE CINCINNATI INS GROUP
MICHAEL BISHOP	07-09-2024	THE CINCINNATI INSURANCE CO
JAMES C MYERS	07-09-2024	TRAVELERS CASUALTY AND SURETY
DANA B RAWLINGS	07-10-2024	TRAVELERS CASUALTY AND SURETY
LORI COLE	07-10-2024	AMERICAN BANKERS INS CO OF FL
KRISTIN M. MOORE	07-10-2024	TRAVELERS CASUALTY AND SURETY
KAYLA HINO	07-10-2024	AMERICAN BANKERS INS CO OF FL
NOBLE A HENSLEY	07-10-2024	STATE FARM FIRE AND CASUALITY
HOLLY ROMINES	07-10-2024	SURETY BONDING CO OF AMERICA
KELLY J. GARRISON	07-10-2024	WESTERN SURETY CO
SAVANNAH FRY	07-11-2024	AMER. BANKERS INS CO. OF FLORI
KIMBERLEY C HILL	07-12-2024	THE CINCINNATI INSURANCE CO
DONNA B. WALKER	07-12-2024	WESTERN SURETY CO.
BETH PYLE	07-12-2024	AUTO OWNERS INSURANCE CO
EILEEN M. BLAKE	07-12-2024	WESTERN SURETY CO
PATRICIA R ROGERS	07-15-2024	STATE FARM FIRE AND CASUALTY C
CRISTIE LEIGH JENKINS	07-15-2024	WESTERN SURETY CO
KARI SUE VAN KLEEF	07-15-2024	TRAVELERS CASUALTY AND SURETY
BAILEY THACKER	07-15-2024	BAILEY THACKER
VINCENT RUSSELL	07-16-2024	TRAVELERS CASUALTY AND SURETY
JESSIE ROSE	07-16-2024	SURETY BONDING CO OF AMERICA
RILEY D SCOTT	07-16-2024	WESTERN SURETY CO.
GINGER L HILDEBRAND	07-17-2024	SURETY BONDING CO. OF AMERICA
BUFFIE LYNN WINFREY	07-17-2024	US SPECIALTY INS CO
TAMMY R RULE	07-18-2024	SURETY BONDING COMPANY OF AMER
ELIZABETH E WARD	07-22-2024	TRAVELERS CASUALTY & SURETY CO
SYDNEY BRASHER	07-24-2024	THE CINCINNATI INS. CO.
AMY C WOJTAL	07-24-2024	MERCHANTS BONDING CO.
HOLLIE LADERA	07-24-2024	TRAVELERS CASUALTY AND SURETY
ANGELA B HARRINGTON	07-24-2024	US SPECIALTY INSURANCE CO
BRENDA NEWBERRY	07-24-2024	AUTO-OWNERS INSURANCE
DANIELLE ZIMMERMAN	07-24-2024	WESTERN SURETY CO
JUDITH DAWN MCGHEE	07-29-2024	STATE FARM FIRE AND CASUALTY I
STEPHANIE P PIERCE	07-30-2024	AUTO OWNERS INS CO
CHRISTY L ARNOLD	07-30-2024	AUTO OWNERS INS CO
IMAN SMITH	07-31-2024	SURETY BONDING CO OF AMERICA

Legislation Details (With Text)

File #:	24-187	**Version:**	1	**Name:**	
Type:	Report			**Status:**	Agenda Ready
File created:	7/29/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Notaries to be Elected.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Notaries to be Elected 2024-Aug-15				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		

Notaries to be Elected.

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

Notaries to be elected August 15,2024

CHARLES EDGAR ALEXANDER
MAGGIE ELIZABETH BALDY
AMY OLDENBERG BARHAM
DEREK JAMES BROCK
CRYSTAL L. BURNES
MARY REBEKAH CABLE
CRYSTA CAPTAIN
RILEY JANE COOK
ALESHIA LYNN CRISP
CONNIE CRITTENDEN
LISA M DENNIS
MARIE ELISA DILLINGER
DANIELLE FALLON
RONALD WAYNE FRENCH
MORGAN PAIGE GARDNER
EDDY BLAINE CASE HILL
MELANIE S HUNTERJONES
MELODY JOHNSON
BRANDEE KEENE
SONYA D KIBERT
KATHY KIRKLAND
MARY JO LANE
LAURA JANE LEATHERWOOD
DENNIS MICHAEL LEON
CORNELIA IRENE INES LEON
LUCRECIA LEWIS
MELISSA A. LOONEY
LEIA LOWERY
JACQUELINE MCCORD
CINDY ARDEN MERRIMAN
TYLER MOHR
ROBERT AARON MOORE
BRIAN KEITH MORELAND
PAULA D MOSES
TERESA JILL OWNSBY
NICOLE PAVLIK
JOANN ELLA PRATER
MISTEGUAY AUTUMN PRITCHARD
BARBARA TROWER RAMSEY
KRISTIN LEANNE ROBERTS
HEATHER A ROUSSEAU
DANIELLE MARIA SAYA
TAMMY B SHARPE
ELIZABETH SHELTON
CODY PAL SMITH
MASON STEWART
WENDY MICHELLE SWANNER
KATHERINE ELIZABETH TALLENT
GREGORY TATE
MONICA TEIXEIRA
MARK E. THOMAS
JOANNE J. THOMAS
ELIZABETH TREXLER
DEREKE WILLIAMS
WENDY WINN

Legislation Details (With Text)

File #:	24-188	**Version:**	1	**Name:**	
Type:	Report			**Status:**	Agenda Ready
File created:	7/29/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Receiving of Reports. (INFORMATION ONLY)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Jail Facility Inspection Report 2024-Jul-10 Minutes of Human Resources Committee 2023-Nov-14 Minutes of Insurance Committee 2023-Nov-14 Minutes of Planning Commission 2024-May-23 Records Requests Quarterly Report 2024_Q2 Sheriff Annual Financial Report year end 2024-Jun-30 Trustee Annual Financial Report FY23-2024				

Date	Ver.	Action By	Action	Result

Receiving of Reports. (INFORMATION ONLY)

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Facility Inspection Report
Blount County Correctional Facility

Date: July 10, 2024 Members present: Sharon Hannum, Keith McCord, Bob Ramsey
Time: 3:00 p.m. Members absent:

Others present: Deputy Ryan Palonis

Population: total: 330 Males: 286 Females: 44

Public Lobby: Clean

Hallways: Clean

Intake: General area – Housekeeping is good, Offices clean, Primary (officers) Bathroom, clean; Both showers have soap wrappers and other debris on the floor. ***See notes below regarding safety issues pertaining to showers.**

Cell#1 – Occupied, has trash on the floor and paper stuck to air vents. Cell #2 – Occupied and in need of cleaning. Trash is on the floor, door needs to be cleaned and tissue paper is stuck to air vents. Cell #3 – Occupied and dirty. The floor drain is partially stopped up and needs to be cleaned out, trash and debris needs to be cleaned out and tissue paper is stuck to air vents. Cell #4- Occupied, and is in fair condition. There is trash on the floor around the commode and the floor needs to be mopped. Cell #5 (Sallyport and pre-processing) The car wash area is clean, supplies organized and stored. No vehicles are being washed at the time of this visit. Cell #6 is empty, and clean. Cell #7 – Supply Area for Car Wash Crew, clean and organized. The Fingerprint area, stained ceiling tiles need to be replaced, the sink and counter needs to be cleaned. Cell# 8- Occupied, but could not inspect. The cell window was draped and the inmate is on suicide watch. Cell #9 – Empty and clean. Cell #10 – has been converted into a virtual courtroom (not in use during this visit) needs to be cleaned. Trash, tissue paper is strewn all over the floor. Also the commode and area around it needs to be cleaned. Cell #11 – Serves a dual purpose as Lawyer/Client Interview Room and virtual courtroom. It is not in use at the time of this visit and is clean.

***ONGOING ISSUES: Showers in intake have very rough concrete flooring and are in varying degrees of deterioration. Both showers pose the opportunity for potential personal injury, such as trip/fall hazard, cuts/abrasions to feet and other extremities. *One shower stall allows water outside of the stall leaving wet puddles that is a slip/fall hazard. The second shower has a very rough concrete bottom.**

Medical: Exam #1 – Not in use at the time of this visit but the floor, sink and counter top needs to be cleaned. This room is always dirty. Exam #2 – Is now used as a supply room. It also needs cleaning, especially floor and sink/counter area. The floor in both exam rooms need to be mopped and sanitized.

Pharmacy: Organized, but the floor needs to be mopped and cleaned.

M-2 – This is the decontamination area; Floor is dirty, needs to be swept and mopped and the door needs to be cleaned.
M-3 – Empty (inmate out for exercise), and needs to be cleaned and sanitized. The floor, walls, door and pie hole needs to be cleaned both inside and outside. Commode also needs to be cleaned & sanitized. Work had begun on the cleaning process.

M-4 - Occupied, Inmates need extra blanket, one inmate is on an oxygen concentrator. The cell is clean.
M-5 – Occupied, but inmate is on suicide watch. He is restrained and the black out curtain is up, did not inspect. The new sink and commode installation is complete but the new floor epoxy is coming off already.
M-6 –Occupied, and is clean. The new sink and commode installation is complete.
M-7 is occupied and clean. The floor tile is broken in several places and needs to be replaced as soon as can be arranged.
M-8 This cell is occupied and is clean except there is trash on the floor. It needs to be swept and mopped. There are four inmates in this cell, one in a wheelchair.
M-9 is occupied and is in good condition.
M-10–Is occupied and in good condition. The light cover needs to be cleaned or replaced.

Hallway floors need to be cleaned and trash cans need to be emptied. The shower is not in use but needs general cleaning. The last patient to use the shower left soap wrappers on the floor and soap scum is on the walls. The nurse's main office is clean.

NOTE: **Medical is much colder than other areas of the facility and damp. Patients need to have additional blankets to help them stay warm.

Kitchen: Food storage area – needs additional shelving space. Cleaning was in progress. No issues noted during this visit and no complaints or needs were registered. ***Exhaust hood over the stove needs to have the dry sprinkler system replaced.**

Laundry: Clean- No laundry being done during this visit. Area is clean and organized and leaks have been repaired.

Library: Orderly (it is a shared space with equipment storage). Could use a dedicated space.

C-Pod: No evidence of water intrusion at this time. ***Mold / Mildew has improved considerably. Air circulation is much improved and there is no new evidence of roof leaks.**

Dinner delivery was in progress.

Staff Offices are clean and organized.

C-1 Clean (Female Pod)
C-2 Clean (Female Pod)
C-3 Clean
C-4 Clean, (Pod Workers)
C-5 Clean
C-6 In need of general cleaning.
C-7 Needs to be cleaned. Inmate has mental issues and does not exercise proper hygiene This causes the entire block to be affected by the foul odor and unclean condition of one cell.

C-16 **Stockroom:** This is where Pod Workers change. Area lots of work boots in a pile and the floor needs to be swept and mopped. Dirty uniforms not yet taken to the laundry.

Outside Recreation Yard: Drains appear to be open, there is no standing water issues. The commode is completely stopped up with tissue paper and feces. (some graffiti is on the walls won't wash off).

Multipurpose Room: Empty, carpet needs to be vacuumed and tables need to be cleaned.

C-Pod Hallways: Clean. Dinner delivery in progress.*****

Laundry Room: Clean and organized. No water leaks are evident.

NOTES:

***OVERCROWDING NOTES:**

	Present	Capacity	Designation	%Full
C-1	16	32	Female Maximum	50.00%
C-2	23	32	Female Minimum	71.88%
C-3	9	16	Male Minimum	56.25%
C-4	31	24	Male Workers	129.17%
C-5	35	24	Male Minimum	145.83%
C-6	17	24	Special Maximum	70.83%
C-7	6	6	Isolation Maximum	100.00%
Total	**137**	**158**		**86.71%**

D-Pod: Hallway: Clean. Meal delivery is in progress.

Recovery Classroom: Not in use at the time of this visit but is clean and orderly.

D-1 Clean
D-2 Common area is clean, some cells need attention
D-3 Clean, except the floor
D-4 Clean, some individual cells need to be cleaned
D-5 Clean, dinner is being served
D-6 Clean, except shower and floor needs cleaning

D-7 (Multi-purpose room) Being used for virtual court proceedings. It is clean and not in use at the time of this visit. ***Could use some sound panels to help minimize echoing.**

Recreation Yard: Drains are open and clean, some graffiti on the walls, commode and surrounding area needs to be cleaned.

NOTES:
***The Wi-Fi connectivity continues to be an issue for D-6.**

D-POD OVERCROWDING NOTES:

	Present	Capacity	Designation	%Full
D-1	30	32	Min/Medium	93.75%
D-2	47	32	Medium	146.88%
D-3	31	32	Medium	96.88%
D-4	38	32	Med/Maximum	118.75%
D-5	0	32	Maximum	00.00%
D-6	19	32	Maximum	59.38%
Total	**165**	**192**		**85.94%**

Total Inmates in Pods: 330 Total Capacity in Pods 350 85.94%

OTHER LOCATIONS

	Male	Female	Total
Intake	7	2	9
Medical	16	3	19
Total	**23**	**5**	**28**

TYPE	Male	Female	Total	% of Capacity	% of Total
Federal Inmates	53	4	57	16.29%	17.27%
TDOC	33	6	39	11.14%	11.82%

Inmate Population Logistics	Females	Males	Total
Pre-Trial Misdemeanants	17	60	77
Pre-Trial Felons	13	112	125
Sentenced Misdemeanants	2	13	15
Sentenced Felons	2	12	14
State Department of Corrections	6	33	39
Federal Inmates	4	53	57
House Other Agency	0	3	3
No Booking Type	0	0	0
TOTALS	**44**	**285**	**329**

Security Class

Minimum	**82**
Medium	**219**
Maximum	**24**
Unclassified	**5**
Total	**329**

	Present	Capacity	%Full
Females:	44	64	68.75%
Males:	285	286	99.65%
		Total: 348	

Sex Offenders

	Females	Males
	1	34
Total:	**35**	

Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Human Resources Committee

Tuesday, November 14, 2023 | **5:00 PM** | **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 852 5293 2418

ROLL CALL.

The Human Resources Committee met on Tuesday, November 14, 2023 at 5:00pm in the Blount County Courthouse of Maryville, TN. Blount County Clerk Hasty called the meeting to order. A roll call was taken with the following present. The Blount County Clerk declared that a quorum did exist.

Present 9 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Trustee Scott Graves, Highway Superintendent Jeff Headrick, Mayor Ed Mitchell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells

Absent 3 - Sheriff Jim Berrong, Commissioner John Giles, and School Representative David Murrell

ELECTION OF CHAIRMAN.

Blount County Clerk Hasty opened the floor for nominations for a member to serve as the Chairman of the HR Committee. A motion was made by Mayor Mitchell, seconded by Register of Deeds Crisp, to nominate Commissioner Anderson as Chairman of the HR Committee. Without objection, Clerk Hasty declared the floor closed for nominations. A voice vote was taken with all voting aye, none opposed, and Commissioner Anderson abstaining.

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

ELECTION OF VICE CHAIRMAN.

Blount County Clerk Hasty opened the floor for nominations for a member to serve as the Vice Chairman of the HR Committee. A motion was made by Commissioner Carver, seconded by Commissioner Anderson, to nominate Commissioner Wells as Vice Chairman of the HR Committee. Without objection, Clerk Hasty declared the floor closed for nominations. A voice vote was taken with all voting aye, none opposed, and Commissioner Wells abstaining.

The County Clerk declared Commissioner Wells as the Vice Chairman of the HR Committee.

The meeting went into a brief recess to allow elections of the Chair and Vice Chair of the Insurance Committee.

A. SETTING OF AGENDA.

A motion was made by Mayor Mitchell, seconded by Trustee Graves to set the agenda. A roll call vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 9 - Anderson, Carver, Crisp, Graves, Headrick, Mitchell, Stinnett, Whitehead, and Wells

No: 0

Absent: 3 - Berrong, Giles, and Murrell

Abstain: 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

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

C. APPROVAL OF MINUTES.

1. Human Resources Committee Meeting Minutes - 7/18/2023

Attachments: Human_Resources_Committee_23-07-18_Meeting_Minutes.pdf

A motion was made by Commissioner Carver, seconded by Register of Deeds Crisp, to approve the July 18, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 9 - Anderson, Carver, Crisp, Graves, Headrick, Mitchell, Stinnett, Whitehead, and Wells

No: 0

Absent: 3 - Berrong, Giles, and Murrell

Abstain: 0

D. REPORTS (INFORMATION ONLY).

1. Fund 264 - Revenue and Expenditures FY 22-23

Attachments: HR_Revenue and Expenditures FY23 24.pdf

2. Employee Summary Report - Sept. 2023

Attachments: Aggregate_2003090_through September 2023.pdf

E. DISCUSSION AND POSSIBLE ACTION.

1. 2024 Stop-Loss Renewal

Attachments: Draft Resolution for Stop Loss Vendor effective 01 01 2024.doc

CBIZ Presentation Stop loss Renewal - HR Committee Meeting - 11.14.23.pdf

A motion was made by Trustee Graves, seconded by Commissioner Carver, to approve the stop loss renewal for 2024 and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 9 - Anderson, Carver, Crisp, Graves, Headrick, Mitchell, Stinnett, Whitehead, and Wells

No: 0

Absent: 3 - Berrong, Giles, and Murrell

Abstain: 0

2. 2024 Transplant Policy Renewal

Attachments: Draft Resolution for Transplant Policy effective 01 01 2024.doc

CBIZ Presentation Transplant Policy Renewal - HR Committee Meeting - 11.14.23.pdf

A motion was made by Trustee Graves seconded by Mayor Mitchell, to approve the Group Organ & Transplant Insurance renewal for 2024 and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 9 - Anderson, Carver, Crisp, Graves, Headrick, Mitchell, Stinnett, Whitehead, and Wells

No: 0

Absent: 3 - Berrong, Giles, and Murrell

Abstain: 0

F. ANNOUNCEMENTS AND STATEMENTS.

G. ADJOURNMENT.

The Chairman declared the meeting adjourned.

Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Insurance Committee

Tuesday, November 14, 2023 | **5:30 PM** | **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 837 2423 0314

ROLL CALL.

The Insurance Committee met on Tuesday, November 14, 2023 at 5:15pm in the Blount County Courthouse of Maryville, TN. Blount County Clerk Hasty called the meeting to order. A roll call was taken with the following present. The Blount County Clerk declared that a quorum did exist.

Present 4 - Commissioner Jared Anderson, Commissioner Richard Carver, Commissioner Tom Stinnett, and Commissioner David Wells

Absent 1 - Commissioner John Giles

ELECTION OF CHAIRMAN.

Blount County Clerk Hasty opened the floor for nominations for a member to serve as the Chairman of the Insurance Committee. A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to nominate Commissioner Wells as Chairman of the Insurance Committee. Without objection, Clerk Hasty declared the floor closed for nominations. A voice vote was taken with all voting aye, none opposed, and Commissioner Wells abstaining.

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

ELECTION OF VICE CHAIRMAN.

Blount County Clerk Hasty opened the floor for nominations for a member to serve as the Vice Chairman of the Insurance Committee. A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to nominate Commissioner Anderson as Vice Chairman of the Insurance Committee. Without objection, Clerk Hasty declared the floor closed for nominations. A voice vote was taken with all voting aye, none opposed, and Commissioner Anderson abstaining.

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

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

A. SETTING OF AGENDA.

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

Yes: 4 - Anderson, Carver, Stinnett, and Wells

No: 0

Absent: 1 - Giles

Abstain: 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

C. APPROVAL OF MINUTES.

1. Insurance Committee Meeting Minutes 7/18/2023

Attachments: Insurance_Committee_23-07-18_Meeting_Minutes.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the July 18, 2023 Insurance Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Carver, Stinnett, and Wells

No: 0

Absent: 1 - Giles

Abstain: 0

D. DISCUSSION AND POSSIBLE ACTION.

1. 2024 Stop-Loss Renewal

Attachments: Draft Resolution for Stop Loss Vendor effective 01 01 2024.doc

CBIZ Presentation Stop loss Renewal - HR Committee Meeting - 11.14.23.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the stop loss renewal for 2024 and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Carver, Stinnett, and Wells

No: 0

Absent: 1 - Giles

Abstain: 0

2. 2024 Transplant Policy Renewal

Attachments: Draft Resolution for Transplant Policy effective 01 01 2024.doc

CBIZ Presentation Transplant Policy Renewal - HR Committee Meeting - 11.14.23.pdf

A motion was made by Commissioner Carver, seconded by Commissioner Stinnett, to approve the Group Organ & Transplant Insurance renewal for 2024 and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Carver, Stinnett, and Wells

No: 0

Absent: 1 - Giles

Abstain: 0

E. ANNOUNCEMENTS AND STATEMENTS.

F. ADJOURNMENT.

The Chairman declared the meeting adjourned.

Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Planning Commission

Thursday, May 23, 2024 | **5:30 PM** | **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 822 6267 7824

I. CALL TO ORDER: Chairman

II. ROLL CALL: Secretary

Present 8 - Commissioner Dyran Bledsoe, Commissioner Nick Bright, Commissioner John Giles, Commissioner Bruce McClellan, Commissioner Steve Myers, Commissioner Joshua Sullins, Commissioner Darrell Tipton, and Commissioner David Wells

Absent 4 - Commissioner Geneva Harrison, Commissioner Jessica Hannah, Commissioner Tom Hodge, and Commissioner Clifford Walker

III. APPROVAL OF MINUTES: April 25, 2024

Draft - BCPC Minutes 04.25.2024

Attachments: Draft - BCPC Minutes 4.25.2024

A motion was made by Commissioner Bright, seconded by Commissioner Wells, to approve the minutes from the April 25, 2024 meeting. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 8 - Bledsoe, Bright, Giles, McClellan, Myers, Sullins, Tipton, and Wells

No: 0

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

Abstain: 0

IV. PUBLIC HEARINGS:

A Resolution to Amend the Zoning Map of Blount County Tennessee from R-1 (Rural District 1) to RAC (Rural Arterial Commercial) for a 3.333 acre parcel located at 4422 U.S. Highway 411 S (Map 089 Parcel 119.00).

Attachments: 1. Staff Memo - 4422 US Hwy 411 S
2. Application - 4422 US Hwy 411 S
3. Rezoning Exhibit - 4422 US Hwy 411 S
4. Legal Description - 4422 US Hwy 411 S
5. Recorded Plat 4602A - 4422 US Hwy 411 S
6. Tax Map - 4422 US Hwy 411 S

Chairman Darrell Tipton opened the Public Hearing.

Cameron Buckner gave an explanation regarding the Resolution to Amend the Zoning Map from R-1 to RAC for the parcel located at 4422 US Hwy 411 S.

No one else spoke.

Chairman Darrell Tipton closed the Public Hearing.

A motion was made by Commissioner Giles, seconded by Commissioner Bright, to forward the Resolution to the County Commission with recommendation for approval. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 8 - Bledsoe, Bright, Giles, McClellan, Myers, Sullins, Tipton, and Wells

No: 0

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

Abstain: 0

V. PUBLIC INPUT ON ITEMS ON THE AGENDA.

VI. SITE PLAN:

1. Site plan for utility use at 3017 Sevierville Road (Map 048 Parcel 015.01).

Attachments: 1. Staff Memo - 3017 Sevierville Rd
2. Zoning Map - 3017 Sevierville Rd
3. IFP Submission Civil Plans - 3017 Sevierville Rd
4. Silicon Ranch Overview - 3017 Sevierville Rd
5. Panel Specifications - 3017 Sevierville Rd

Commissioners and Staff discussed the perimeter buffer area around proposed solar panels. Madeline Brennen, Project Developer, and Maury Hill, Economic and Community Development, for Silicon Ranch, answered questions from the Commissioners about the project including the vegetative buffer.

A motion was made by Commissioner Wells, seconded by Commissioner Bright, to approve the site plan for utility use at 3017 Sevierville Road subject to a solid landscape buffer around the perimeter of the property equal to the buffer as proposed on the side of the property near existing homes. No vote was taken.

Commissioner Giles made a motion to amend the motion on the table by Commissioner Wells to remove the additional buffer condition and vote on the site plan as originally proposed, the motion was seconded by Commissioner Myers. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Bright, Giles, Myers, Sullins, and Tipton

No: 3 - Bledsoe, McClellan, and Wells

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

Abstain: 0

A motion was made by Commissioner Giles, seconded by Commissioner Bright, to approve the site plan for utility use at 3017 Sevierville Road. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 6 - Bledsoe, Bright, Giles, Sullins, Tipton, and Wells

No: 2 - McClellan, and Myers

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

Abstain: 0

VII. HEARINGS:

A. Concept Plans:

B. Preliminary Plats - Major Subdivisions:

1. Meadow Ridge Subdivision Lots 1-17 off Meadow Road by David Shanks: 17 lots to be served off the existing county road.

Attachments: B1 Staff Memo 05.23.24 - Meadow Ridge Subdivision Lots 1-17 Preliminary Plat
B1 Plat 05.23.24 - Meadow Ridge Subdivision Lots 1-17 Preliminary Plat

A motion was made by Commissioner McClellan, seconded by Commissioner Bledsoe, approve the preliminary plat for Meadow Ridge Subdivision Lots 1-17 off Meadow Road subject to the completion of the outstanding items.

Outstanding Items to Be Completed:

1. All instructions in this staff analysis including the Developer Notice, utility information, SWPPP permit/Notice of Coverage (if applicable), pre-construction meeting and construction of all improvements including sight distance, bank cutting, shoulder and ditch work along the county road and utilities.

2. The developer and utilities shall coordinate electric and water installation with the Highway Department prior to any construction.

3. Common area lot for cluster mailbox and parking to be shown on revised plat prior to preconstruction meeting as applicable.

4. All removal of vegetation and bank cutting, shoulder and ditch and other improvements including sight distance and all stabilization of the site shall be completed by the developer and built to the specifications of the Highway Department prior to submission of a future final plat.

5. The developer shall supply documentation for a Property Owner's Association for the Meadow Ridge Subdivision for staff review prior to final plat inclusive of shared ownership of common area lot and a sight distance easement on lots 1-17 along Meadow Road with sight distance notes added to the final plat. The cluster mailbox area and parking area contained in a common area lot shall also be noted and shown on the future final plat. All of the above shall be noted on the plat, in the property owner's association documentation on in the future deeds for the Meadow Ridge Subdivision.

6. Preliminary platting fee.

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

Yes: 8 - Bledsoe, Bright, Giles, McClellan, Myers, Sullins, Tipton, and Wells

No: 0

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

Abstain: 0

2. Request for Extension of the Preliminary Plat for South Odell Subdivision off S Odell Road by Pistol Creek Properties: 5 lots served by a proposed common driveway.

Attachments: B2 Staff Memo 05.23.24 - South Odell Subdivision Preliminary Plat - Extension Request
B2 Plat 05.23.24 - South Odell Subdivision Preliminary Plat - Extension Request

A motion was made by Commissioner Wells, seconded by Commissioner Sullins, to approve the request for extension of the preliminary plat for South Odell Subdivision off S Odell Road subject to the completion of the outstanding items.

Outstanding Items to be Completed:

1. Confirmation in writing that Maryville sanitary sewer can accommodate these 5 residential lots.

2. All instructions in this staff analysis including the Developer Notice, utility information, SWPPP permit as applicable, revised construction plans, preconstruction meeting and construction of all improvements including road, drainage and utilities.

3. The proposed lots 1 and 2 shall have driveway access only off the common driveway and not off S. Odell Road and noted as such on the final plat.

4. Copy of Property Owner's Association documentation to be supplied to staff for review prior to final plat submission for maintenance of the common driveway.

5. Preliminary plat fee.

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

Yes: 7 - Bledsoe, Bright, Giles, Myers, Sullins, Tipton, and Wells

No: 1 - McClellan

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

Abstain: 0

C. Final Plats - Major Subdivisions:

D. Preliminary and Final Plats - Major Subdivisions:

E. Preliminary and Final Plats - Minor Subdivisions:

VIII. MISCELLANEOUS ITEMS:

1. Todd and Darrin Hitson Subdivision Lot 2R off Wallace Harris Avenue and Hillcrest Avenue - Variance Request to lot size.

Attachments: Misc 1 Staff Memo 05.23.2024 - Todd and Darron Hitson Property Lot 2R - Variance Request
Misc 1 Plat 05.23.2024 - Todd and Darron Hitson Property Lot 2R - Variance Request

A motion was made by Commissioner McClellan, seconded by Commissioner Giles, to approve the variance request to lot size for the Todd and Darrin Hitson Subdivision Lot 2R off Wallace Harris Avenue and Hillcrest Avenue subject to the completion of the outstanding items.

Outstanding items to be completed:

1. Consideration of variance to minimum lot size by the Planning Commission.

2. Corrections to plat as supplied to surveyor.

3. Signature plats with all required certifications, environmental health department review fee, platting fee and variance request fee.

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

Yes: 8 - Bledsoe, Bright, Giles, McClellan, Myers, Sullins, Tipton, and Wells

No: 0

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

Abstain: 0

2. Pump Station for Tuckaleechee Utility District off East Lamar Alexander Parkway. A portion of Lot 1, Section two of the Bert Gamble Property: Variance Request to lot for a utility purpose.

Attachments: Misc 2 Staff Memo 05.23.24 - Tuckaleecheee Utility Pump Station E. Lamar Alexander Parkway - Variance Request
Misc 2 Plat 05.23.24 - Tuckaleecheee Utility Pump Station E. Lamar Alexander Parkway - Variance Request

A motion was made by Commissioner McClellan, seconded by Commissioner Giles, to approve the variance request to a lot for a utility purpose for a Pump Station for Tuckaleechee Utility District off E Lamar Alexander Parkway subject to the completion of the outstanding items.

Outstanding items to be completed:

1. **Consideration of variance requests.**
2. **Signature plats.**

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

Yes: 8 - Bledsoe, Bright, Giles, McClellan, Myers, Sullins, Tipton, and Wells

No: 0

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

Abstain: 0

IX. LONG RANGE PLANNING:

1. **Staff Reports.**

X. REPORTS OF OFFICERS AND COMMITTEES:

XI. UNFINISHED BUSINESS:

XII. OTHER NEW BUSINESS:

XIII. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA.

XIV. ADJOURNMENT.

Reference No	Create Date	Customer Full Name	Type of Record Requested	Request Type	Public Record Desired	Notes	Summary	Close Date
P000256-040124	4/1/2024	KEVIN MCNEILL	Other|	Public Records Request	Please provide the real estate appraisal on the 3.5 TO 5.0 ACRES OF COUNTY OWNED PROPERTY (I.E. OLD RUSSELL FARM) that the Cares Committee suggests conveying to McNabb. I am interested in the PRIME land, not the entire 62 acres contain rocks, power lines, wetland and streams.		Public Records Request	4/9/2024
P000257-040124	4/1/2024	Danielle Leaf	Marriage Certificate|	Public Records Request	I need a copy of my marriage license mailed to me so I can switch my Tennessee drivers license to an Ohio one		Mailing certified copy to customer and also emailed copy. 4/2/2024	4/2/2024
P000258-040224	4/2/2024	Stephen Lane	Other|	Public Records Request	(Deed) to 2434 Denton Hayes road Maryville Tennessee 37803 supposed to inherit it but didn't know what to do		Public Records Request	4/3/2024
P000260-040224	4/2/2024	Michelle Cooper	Marriage Certificate|Divorce Record|	Public Records Request	Hello. Could you help me get a copy of my marriage certificate and my divorce decree? It is needed for a new state's ID. Thank you. If a fee is required, I will be happy to pay. I am unsure of the divorce date as I never got the paperwork from my lawyer at that time. The year I believe was 2015.		Customer emailed. Mailing certified copy of marriage to requester's address. Referred to Clerk & master's Office for divorce after 1995. 4/2/2024	4/2/2024
P000261-040324	4/3/2024	Misty Lindsey	Other|	Public Records Request	Mugshot 2002		Customer referred to BCSO. 4/3/2024	4/3/2024
P000263-040324	4/3/2024	harry Grothjahn	Other|	Public Records Request	Gaye Hasty Blount County Clerk who takes the minutes of the commission meeting told me on March 25 that she could provide me the requested spelling change to the resolution but she had to have the request through your office. I referenced the particular Resolution in the initial request if memory serves it was 24-03-014 that had the administrations requested spelling change.		Public Records Request	4/3/2024
P000264-040324	4/3/2024	Irene C Wright	Other|	Public Records Request	I need a copy of the title to my car,a Honda CRV 2018 white.It was paid off November 10th,2021 through Bank of America, but I never received a copy of the title although when I called them some time later I was told it had been sent.Please advise. Thank you , Irene Wright		Public Records Request	4/3/2024
P000265-040324	4/3/2024	Irene C Wright	Other|	Public Records Request	I need the title to my house at 4512 Chota Hills Rd Louisville,TN 37777.The house was paid off about 2015. I wound also like to put my 2 children's names on the title and need advice about that.I can come to your office if I need to do that. Thank you, Irene C Wright		Public Records Request	4/4/2024
P000266-040324	4/3/2024	Katie French	Divorce Record|	Public Records Request	Divorce records		Public Records Request	4/4/2024
P000268-040424	4/4/2024	Coleen Battersby	Other|	Public Records Request	List of Registered Bidders - Previous and Current projects List of Registered Sub-Contractors Sub-contractors, who have worked on Blount County projects prior, specifically William Blount High-School, Maryville. Registered sub-contractors in all trades, ex: carpentry, electricians, plumbers, HVAC, painters, drywall, electronics, elevators, land clearing, utilities, fire protection, fire suppression, etc. I am a resident of Maryville, TN and work for Holtz Builders Inc in Sevierville, My goal is to work with local sub-contractors and have the best team available for this bid proposal. Thank you so much for your help. Please reach out to me with any questions. My cell is listed above, but, my office direct line is 865-908-5456		Public Records Request	4/9/2024
P000269-040424	4/4/2024	JASON ANDERSON	Marriage Certificate|	Public Records Request	marriage license request		Referred to website/County Clerk for more recent marriages.	4/4/2024
P000270-040424	4/1/2024	Greg Boring	Marriage Certificate|	Public Records Request	2 certified copies of marriage.		Pked up documents on 4/1/2024/$12.00 due/Pd in full Receipt # 340211	4/4/2024
P000271-040424	4/1/2024	Lisa Sizemore	Marriage Certificate|	Public Records Request	Certified copy of marriage.		Mailed document 4/1/2024.	4/4/2024
P000272-040424	4/1/2024	Lois Anderson	Divorce Record|	Public Records Request	Date of divorce was needed. But needed paper copy later.		Pked up final divorce decree (E-16943) on 4/2/2024	4/4/2024
P000274-040424	4/3/2024	Dora Wilson	Marriage Certificate|	Public Records Request	1 certified copy of marriage.	Picked up 4/5/2024.	Customer will pick up document on Friday 4/5/2024. Instructed to call first. $6.00 due. Picked up document on 4/5/2024. Pd. in full $6.00. Receipt # 340214.	4/5/2024
P000275-040524	4/5/2024	Lisa Cook	Marriage Certificate|	Public Records Request	2 Certified copies of marriage.		Picked up documents on 4/5/2024. $12.00 due. Pd in full. Receipt # 340215	4/5/2024
P000276-040524	4/3/2024	Jimmy White	Other|	Public Records Request	Recent Will/2024		Referred to C & M.	4/5/2024
P000277-040524	4/4/2024	Lance Nord	Marriage Certificate|	Public Records Request	Certified marriage copy		Picked up document on 4/4/2024. No charge due to customer inconvenience	4/5/2024
P000278-040524	4/4/2024	Ryan Goddard	Divorce Record|	Public Records Request	Email copy of divorce file.		Emailed divorce file 4/4/2024. Docket # S-1492	4/5/2024
P000279-040524	4/4/2024	Amy Cowden	Marriage Certificate|	Public Records Request	Certified copy of marriage.		Emailed copy of original to Amy at Mayor's office.4/4/2024	4/5/2024
P000280-040524	4/4/2024	James Majors Jr.	Marriage Certificate|	Public Records Request	Certified copy of marriage.		Picked up certified copy of marriage on 4/4/2024/No fee veteran.	4/5/2024
P000281-040524	4/3/2024	Jackie Sands	Other|	Public Records Request	Needs file contents emailed. Dockett # S0016597		Emailed documents on 4/3/2024 to jsands@blounttn.org	4/5/2024
P000282-040824	4/8/2024	Alivia Brannum	Divorce Record|	Public Records Request	I need a divorce decree we were married in 2011 and divorced in 2013.		Public Records Request	4/8/2024

P000283-040824	4/8/2024	Alivia Brannum	Other|	Public Records Request	I need a copy of my parenting plan filed 2018-2019 it's Alivia Brannum it was modified through mediation.	Public Records Request	4/8/2024
P000284-040824	4/8/2024	David Prichard	Other|	Public Records Request	Father's (RoyPrichard) death certificate	Referred customer to BCHD	4/8/2024
P000286-040824	4/8/2024	Charlesie Page	Divorce Record|	Public Records Request	Two Divorces/Final Decrees Second Divorce: William Roy Carter Vs Charlesie Ann McClanahan Stallans Carter Date: 6/29/1994	Mailed certified copy of both divorces. 4/8/2024 E-7331 Final 9/17/1981 S-2817 Final 6/29/1994	4/8/2024
P000287-040924	4/9/2024	Robin Eckenroth	Other|	Public Records Request	I would like to request the property record for 1230 Spence Field Drive, Maryville, TN 37803. I am seeking information on who owns the property and the dates of ownership.	Referred customer to the Property Assessor's office.	4/9/2024
P000288-040924	4/9/2024	Nancy Ten Eyck	Other|	Public Records Request	Receipt s of Taxes for 2023	Referred customer to Trustee's office.	4/9/2024
P000289-040924	4/9/2024	Douglas Satterfield	Marriage Certificate|	Public Records Request	Certified copy of marriage.	On site pick up of document on 4/9/2024. $6.00 due, paid in full, receipt# 340216	4/9/2024
P000291-041024	4/10/2024	Linda Kay (Moore) Williams	Divorce Record|	Public Records Request	Date of final decree only/Docket # E-14299	Informed customer by phone of the final divorce date, 2/9/1989.	4/10/2024
P000292-041024	4/10/2024	Patricia Watkins	Marriage Certificate|	Public Records Request	I need a copy of my marriage certificate for my employer for insurance.	Public Records Request	4/10/2024
P000293-041024	4/10/2024	Haley Shambaugh	Other|	Public Records Request	I am seeking a copy of the Management Agreement recently executed between Blount County and Blount Memorial Hospital, Inc. This Management Agreement is also referenced in the first paragraph of the Agreed Judgment of Docket No. 22-CH-114 filed on April 2, 2024.	Public Records Request	4/16/2024
P000294-041124	4/11/2024	Jordyn Phlegar	Other|	Public Records Request	I am currently gathering information for a Phase I Environmental Site Assessment on one parcel of land located at 2107 US Highway 411 South, Maryville, Blount County, TN. As part of the assessment, we need to know if there have been any leaks/spills of hazardous materials in the vicinity of the Site. Please comment on incidences of spills on the adjacent properties as well. We also request that you provide any available SARA Title III, Community Right-To-Know information, hazardous materials which may have been filed at your office for the Sites listed above or adjacent properties. Please let me know if you need any additional information.	Referred customer to TDEC.	4/11/2024
P000295-041224	4/12/2024	bob houltzhouser	Other|	Public Records Request	I am seeking information on the current inmate phones contract at the jail. I am trying to find out the current provider as well as the contract start and end dates and if there are renewal options. Thank you.	Public Records Request	4/12/2024
P000296-041224	4/12/2024	William Vance	Other|	Public Records Request	Deed 610 Middle St 37804	Public Records Request	4/17/2024
P000297-041224	4/10/2024	Jordan Elizabeth Collins	Marriage Certificate|	Public Records Request	Certified copy of marriage.	Picked up document on 4/11/2024. Pd. $5.50 in full. Receipt # 340217	4/12/2024
P000298-041224	4/10/2024	Robert McGill	Marriage Certificate|	Public Records Request	Certified copy of marriage.	Mailed certified copy of marriage to customer's address. Mailed 4/10/2024.	4/12/2024
P000299-041224	4/11/2024	Ronald David Henry	Other|	Public Records Request	Father's Will/Lester B. Henry//Tax Roll page from 2003 under Wanda Sue Henry.	4 pages total//Will yr. 2000 and Tax Roll page 2003. Pked up on site on 4/12/2024. Pd. $2.00 in full/Receipt # 340219	4/12/2024
P000300-041224	4/12/2024	Melinda Meadows	Other|	Public Records Request	Birth Certificate - maiden name is Neace	Public Records Request	4/15/2024
P000301-041224	4/12/2024	Karen Bennett	Divorce Record|	Public Records Request	Divorce between Donita Love and Darrell Love in 2017. Address 132 Stephenson St Alcoa TN 37701	Public Records Request	4/15/2024
P000302-041424	4/14/2024	Robin Arnett	Other|	Public Records Request	Quit Claim Deed Copy Jan 02 2020 I need a copy of my Quit Claim Deed for 321 Kirby Way Walland TN 37886. Parcel #005030P A 00502 Owners Robin M Arnett And John C McBroom Previous Owner Robert G Woodward	Public Records Request	4/17/2024
P000303-041424	4/14/2024	Bailey Knight	Other|	Public Records Request	I'm requesting dash cam footage from the officer who threw sticks to stop Alex Reed Gilliam 28 years old evading arrest on hwy 4/11. It was Wednesday April 10th at about 6:00pm. I am in the footage and would like to access it.	Public Records Request	4/15/2024
P000305-041624	4/16/2024	Charles Sawyer	Marriage Certificate|	Public Records Request	I need my marriage License	Certified copy of marriage mailed to customer's address on 4/16/2024.	4/16/2024
P000306-041624	4/16/2024	Jordan King	Other|	Public Records Request	Please provide the FOB pricing for Hot Mix Asphalt per ton by each mix type being purchased by the county for each supplier that has a current contract with Blount County. If available can you provide the total tons purchased from each supplier during the contract. To my understanding Blount County has contracts with the following suppliers: Harrison Construction / APAC and Duracap. If the county has contracts with any other suppliers under that contract please include those as well. The original contract was initiated and bid in 2019 and has had annual addendums/extensions. I believe the Bid number was 2018-2538. Thank you,	Public Records Request	4/17/2024

P000307-041724	4/17/2024	Carrie Brear	Marriage Certificate|	Public Records Request	I have been trying to obtain my marriage certificate for necessary reasons for over a year now. I have paid two separate amounts on two different occasions to the vital records department, once by mail with a money order as requested, and once via vitalchek using my debit card. I have yet to receive a response validating the time that has passed and not receiving appropriate communication. My spouse Austin Whitman and I Carrie Brear were married in Maryville TN February 4 2023 by Rev Shawn Carter. I have a copy of my receipt for marriage license receipt number 0217810 given to us by Gaye Hasty Blount County Clerk. Is there anything else I can do to obtain my certificate so I can move forward and start the process for changing my last name as well as any other needed changes to be made?	Public Records Request	4/17/2024
P000308-041724	4/15/2024	Patricia Wilkerson	Marriage Certificate|	Public Records Request	Two cert. marriage copies, picked up 4/15	Public Records Request	4/17/2024
P000309-041724	4/17/2024	Dana Beal	Marriage Certificate|	Public Records Request	Marriage license	Public Records Request	4/19/2024
P000311-042024	4/20/2024	Gwendolyn Black	Divorce Record|	Public Records Request	Divorce Decree, January 1977, Irreconcilable differences	Mailed certified copy of final divorce decree to customer's address on 4/22/2024. Docket # 1976-178	4/22/2024
P000312-042224	4/22/2024	Olufemi Okunoren	Other|	Public Records Request	I am needing a copy of the deed for the property at 2326 McSpadden Rd Maryville, TN 37803	Public Records Request	4/23/2024
P000313-042224	4/22/2024	June Crawford	Other|	Public Records Request	Regarding the County's current contract with Mediko, Inc., for the provision of the Inmate Medical Care Program. Please provide via the public records portal all contract amendments and/or contract extensions (to include staffing plans) since the contract's inception in October 2020. I am in possession of the original contact; only contract amendments/extensions requested. Thank you for your time and assistance.	Public Records Request	4/25/2024
P000314-042224	4/22/2024	Susan Weeks	Other|	Public Records Request	CHARTER OF ROYAL OAKS PROPERTY OWNERS ASSOCIATION, INC. Signed 14 December 1990. FILED stamp says "90 DEC -4 PM 1:29". I cannot read the rest of the stamp. The second page is the "EXHIBT A", Articles of Incorporation of Royal Oaks Property Owners Association. They were signed on 14 DEC 1990.	Public Records Request	4/25/2024
P000315-042224	4/22/2024	Mary Mulvaney	Marriage Certificate|	Public Records Request	Marriage License	Advised of website/Co. Clerk's office for more recent marriages.	4/23/2024
P000316-042324	4/23/2024	Sheri Alsbrooks	Marriage Certificate|	Public Records Request	Hello, I am needing a copy of our Marriage Certificate.	Public Records Request	4/23/2024
P000317-042324	4/23/2024	Emily Riden	Marriage Certificate|	Public Records Request	Needing a copy of our marriage license for driver's license in the state of Colorado	Customer directed to the website/Co Clerk's office for more recent marriages.	4/23/2024
P000318-042524	4/25/2024	Megan Stecher	Marriage Certificate|	Public Records Request	Certified copy of marriage certificate, please send within a week if possible.	Referred customer to Website/Co. Clerk's office	4/25/2024
P000319-042624	4/26/2024	Shana Yarber	Marriage Certificate|	Public Records Request	Copy of Marriage Certificate.	Emailed marriage on 4/26/2024.	4/26/2024
P000320-042624	4/26/2024	Nora Wiederspahn	Other|	Public Records Request	HOA CCRs for Merritt Place HOA.	Public Records Request	4/30/2024
P000321-042624	4/26/2024	Shana Yarber	Marriage Certificate|	Public Records Request	Marriage Certificate	Email sent with attachment 4/29/2024.	4/29/2024
P000322-042824	4/28/2024	KEVIN MCNEILL	Other|	Public Records Request	County clerk. Please Email (or portal) me copy of business license for TopTenn Educational Consulting	Public Records Request	4/29/2024
P000323-042924	4/29/2024	Deborah Broadbent	Marriage Certificate|	Public Records Request	Request for a copy of the marriage license for the individuals listed above.	Emailed marriage certificate 4/29/2024.	4/29/2024
P000324-043024	4/30/2024	Renee Robinson	Other|	Public Records Request	Probate Estate of Drewena Marie Knighton - PR-5142; (1) copy of will (will book 104, Page 513; (2) Executor or Administrator of Estate; (3) Date of Death; (4) when estate was opened; (5) if estate closed when? (6) TennCare Release copy; (7) any unresolved claims against estate	Public Records Request	4/30/2024
P000325-050124	5/1/2024	Ann Myers	Other|	Public Records Request	I am doing a title search on property in Blount County and need the probate file for Kenneth Skidmore. My search request states he died last month.	Public Records Request	5/1/2024
P000326-050224	5/2/2024	PHUONG NGUYEN	Other|	Public Records Request	Was the Friendsville Elementary Roof Repair-Replacement" 2024-0093 bid on 03/26/2024 awarded?. If so Can you let me know the awarded contractor and their amount? Do you have the construction start and completion dates available? Contract Number:2024-0093	Public Records Request	5/2/2024
P000327-050224	5/2/2024	Missy Finger	Other|	Public Records Request	Please send us the Probate File for Bonnie Anderson. Larue Bird should be the PR I am sorry I do not have a date of death or a File #. Thank you,	Public Records Request	5/2/2024
P000328-050224	5/2/2024	April Grant	Marriage Certificate|	Public Records Request	I need a copy of marriage license. I was married in Townsend TN but I reside in Kokomo Indiana.	Public Records Request	5/2/2024
P000329-050224	5/2/2024	Ann Myers	Other|	Public Records Request	Good afternoon! I am doing a title search for Maryville Title and need the probate files for William R. McNutt and Constance Gayle McNutt. Thanks so much.	Public Records Request	5/3/2024
P000330-050224	5/2/2024	Ann Myers	Other|	Public Records Request	I am working on a title search for Maryville Title and need the probate file for Belmont Vars - 08-28-253.	Public Records Request	5/3/2024

P000331-050324	5/3/2024	Cassie Pour	Name Change|	Public Records Request	I was married and divorced in the state of SC. I am a current resident of Maryville TN. I have recently completed my name change with the Social Security Administration which changed my name from my married name (Pour) back to my maiden name (Wilber). I wish to complete this change by having my driver's license updated. My divorce decree was issued in SC and does not mention me returning to my maiden name. Hence, I have filled out a name change petition form. Thank you for your time.	Public Records Request	5/6/2024
P000332-050324	5/3/2024	Darby Baker	Other|	Public Records Request	A full and complete copy of the criminal file for David Bryan Dodd and a full and complete copy of the criminal file for Kyle Allen Dodd. Both are in 2019.	Referred customer to CC & GS Courts.	5/3/2024
P000333-050324	5/3/2024	Clarence Jarnagin	Other|	Public Records Request	THE DUI SENTENCE and Order - CERTIFIED COPY of sentence Jerry Eugene Parton - SS last four 4293; DOB: 1/23/1992; Judge Headrick Sessions Ct.; CIRCA 2019 and 2020. Payment Guaranteed by Requestor by Visa or means as directed.	Referred to CC & GS Courts.	5/3/2024
P000334-050424	5/4/2024	Patricia Mazur	Marriage Certificate|	Public Records Request	Need copy of marriage license for Patricia Harden Mazur and Philip Andrew Mazur around the date of 10/20/2012	Public Records Request	5/6/2024
P000335-050524	5/5/2024	Dakota Stone	Other|	Public Records Request	I have a speeding ticket, the court date is in a few days but im trying to find out the price of the ticket it's self. It is not listed on the ticket , and when i go online to make a payment it asks me to enter an amount of the ticket but i do not know it. Wondering if you could tell me. Citation # 241487878. Blount County maryville,tn. date :03-12-24	Public Records Request	5/6/2024
P000336-050524	5/5/2024	Jeremy Lane	Other|	Public Records Request	Can I please request a copy of the probate file for Michael Greg Farley, date of death 9/30/10? Thank you. Jeremy Lane Independence Title	Public Records Request	5/6/2024
P000337-050624	5/6/2024	Karen Haines	Divorce Record|	Public Records Request	Divorce record from April 2000 for Karen Byerley and Roger Byerley	Public Records Request	5/6/2024
P000338-050624	5/6/2024	Ann Myers	Other|	Public Records Request	I am doing title work for Maryville Title Agency and need the probate file for Brenda W. Lewis. She died January 22, 2020. Thank you for your assistance.	Public Records Request	5/6/2024
P000339-050624	5/6/2024	Ann Myers	Other|	Public Records Request	I am doing title work for Maryville Title Agency and need the files for Hugh T. McNutt and Veda P. McNutt. My deed references Will Book 25, Page 291 and Will Book 25, Page 561. Thank you!	Public Records Request	5/7/2024
P000340-050724	4/16/2024	Mary Buller	Historical/Genealogical|	Public Records Request	Genealogical Search on Andrew Taylor /David Taylor/Thomas and Elizabeth Taylor. 1800's	Emailed information/4-16-2024 and 4/18/2024	5/7/2024
P000341-050724	4/18/2024	Linda Chapman Miller	Historical/Genealogical|	Public Records Request	Chancery court minutes 1840-1860 pertaining to Samuel Stout relationship to Henry Stout. Henry T. Stout is thought to be Samuel S. Stout's father. Needs to check on DAR files we have at archives also.	Came by office on 4/18/2024 to inspect documents and check on DAR boxes. Sent email also on Samuel/Henry Stout.	5/7/2024
P000342-050724	4/17/2024	Serena Oaks	Divorce Record|	Public Records Request	Divorce record	Divorce was not in Blount County. Found in Knox County per State Index. Date of divorce 3/19/1997. Emailed Serena on 4/17/2024	5/7/2024
P000343-050724	5/7/2024	Missy Finger	Probate Records|	Public Records Request	Can you please send me the entire probate file for Mabel Weeks? Her date of Death was Dec 1, 2023.	Public Records Request	5/7/2024
P000344-050724	4/18/2024	Jackie Glenn	Historical/Genealogical|	Public Records Request	Will/Probate for Robert Sharp (minor?) 1820.	No Will/Probate found for Robert Sharp.	5/7/2024
P000345-050724	5/7/2024	Ann Myers	Other|	Public Records Request	I am doing a title search for Maryville Title Agency and need the probate file for Mable (Mabel) Weeks. She died December 1, 2023. Thank you!	Public Records Request	5/7/2024
P000346-050724	4/23/2024	Nathan Shipley	Other|	Public Records Request	Chancery court minute book 14 Docket # 2334 or 2337//Wiley Abbott vs William Abbott. Looking for plat map concerning property.	Information was under Docket # 2337. No plat map found but detailed description and dimensions of property. Documents emailed from Bk 14 Pages 499,500,501,502, 503 and 546 on 4/25/2024.	5/7/2024
P000347-050724	4/28/2024	Pavel Chernoch	Other|	Public Records Request	Property records for 708 Lansdale Dr. Maryville, TN 37803. Documents concerning the house, the property lines any and all permits pulled for the property.	Referred customer to the Property Assessor's office and D.S. Services.	5/7/2024
P000348-050724	4/26/2024	Anonymous User Anonymous User	Other|	Public Records Request	Needing time served in Blount County, while incarcerated on behalf of cousin who is presently still incarcerated.	Referred to BCSO.	5/7/2024
P000349-050724	4/29/2024	Leann	Divorce Record|	Public Records Request	Docket # E-02240/Final Decree and MDA.	Emailed documents/Final Decree and MDA on 4/29/2024.	5/7/2024
P000350-050724	4/29/2024	Debbie Justice	Marriage Certificate|	Public Records Request	Marriage. Teresita's last name at the time may have been Eggers or Bahia. Marriage record was not found with information provided but gave Clerk's office docket number on couples divorce in Blount County. Docket # S-10423.	Emailed information to djustice@blounttn.org	5/7/2024
P000351-050724	5/7/2024	Mary Mulvaney	Marriage Certificate|	Public Records Request	Marriage Certificate	Referred to website/County Clerk's office	5/7/2024
P000352-050724	5/7/2024	Robert White	Other|	Public Records Request	Thumb Drive possessed by Timothy Tipton regarding Soto matter JV3644-45. Picked up on 5/7.	Public Records Request	5/7/2024
P000353-050724	4/29/2024	Wendy Ridge	Marriage Certificate|	Public Records Request	Marriage	Picked up copy of marriage certificate on 4/29/2024. $1.00 Due. Receipt # 340220	5/7/2024
P000354-050724	4/29/2024	Wendy Wadell	Marriage Certificate|	Public Records Request	Marriage	Marriage not in Blount County but in Carroll County, GA.	5/7/2024
P000355-050824	5/8/2024	Ann Myers	Other|	Public Records Request	I am doing a title search for Maryville Title Agency and need the probate file for Jane Leslie Jordan. She died February 26, 2022 - Probate File 2022-PR-5112. Thanks!!!!	Public Records Request	5/8/2024
P000356-050824	5/8/2024	Cecilia Wilcox	Probate Records|	Public Records Request	May we please obtain probate copies on the following- James E Stinnett--07/10/2016--WB 96, PG 483 If a closed file is located, please provide the following, as might be available: Petition to Probate Will	Public Records Request	5/8/2024

P000357-050824	5/8/2024	Cecilia Wilcox	Probate Records|	Public Records Request	May we please obtain probate copies on the following- Wanda Lois Frye If a closed file is located, please provide the following, as might be available: Petition to Probate Will TennCare Release	Public Records Request	5/8/2024
P000358-050824	5/8/2024	Catherine Heishman	Probate Records|	Public Records Request	Probate file on Jerry Lynn Dishman dod 1/1/21 intestate #PR-4363	Public Records Request	5/8/2024
P000359-050824	5/8/2024	Catherine Heishman	Probate Records|	Public Records Request	probate file of Wayne C Robbins dod 7/2/2020 #PR4420	Public Records Request	5/8/2024
P000360-050824	5/8/2024	Raechel Condee	Probate Records|	Public Records Request	William R. McNutt Probate Docs Will Not sure of probate file number but Will Book is 11-2022 Page 35 Copnstance Gayle McNutt Probate Docs Will Not sure of probate file but Will Book 104 and Page 725 Thank you.	Public Records Request	5/8/2024
P000361-050824	5/8/2024	Jaya Prasad	Probate Records|	Public Records Request	Please provide a copy of WILL in WIll book 104 page 70 from the #PR-5223	Public Records Request	5/8/2024
P000362-050824	5/8/2024	Jeremy Lane	Probate Records|	Public Records Request	Can I please request a copy of the probate estate for Judith Ann Killman, date of death 3/17/24? It's possible that a probate file has not been opened yet. Thank you. Jeremy Lane Independence Title	Public Records Request	5/8/2024
P000363-050824	4/29/2024	Jackie Sands	Other|	Public Records Request	Document request. Docket # L-10532/Jesse Barker Vs Perry Trucking. Two Files Cross referenced #L-10531 & 32. #L-10531 is Mary Frances Tingley Barker Vs Perry Trucking.	J. sands decided to have both files held for regular scheduled pick up.	5/8/2024
P000364-050824	4/29/2024	Jackie Sands	Other|	Public Records Request	1937 land dispute case. Docket # 2334/2337//Wiley Abbott Vs William Abbott.	Emailed pages from 1937 minute book#14, pages 499,500,501,502,503 and 546. PDF #2201. 4/29/2024	5/8/2024
P000365-050824	4/29/2024	Mack Snodderly	Marriage Certificate|	Public Records Request	2 certified copies marriage.	Picked up two certified copies of marriage on 4/29/2024. Due $12.00, paid in full, receipt # 340224.	5/8/2024
P000366-050824	4/30/2024	Jackie Sands	Marriage Certificate|Divorce Record|Other|	Public Records Request	Marriage and Divorce.	Marriage occurred in Sevier County. and Divorce occurred in Knox County Chancery Court. J. Sands informed of findings.	5/8/2024
P000367-050824	4/30/2024	Erin Luptak	Other|	Public Records Request	Birth Certificate 1931	Request came from Mayor's Office. Informed that Birth Certs would be at BCHD even if older ones. Also person may need to contact TN Vital Records.	5/8/2024
P000368-050824	5/1/2024	Sarah Dennis	Probate Records|	Public Records Request	Probate records for Great Grandparents and Grandfather. Prudie Cable Tallent Prince Died 12/2/91 Tom Prince Died 7/25/99 Robert Kyle Tallent Sr. Died 9/26/2000.	Forwarded request to J. Thomas at C & M.	5/8/2024
P000369-050824	5/8/2024	Rebecca Butler Cox	Probate Records|	Public Records Request	Can you please forward the Probate documents for the following: Viola Elizabeth Wallace - passed away 5/15/13 Leonard Eugene Wallace - passed away 09/30/13	Public Records Request	5/9/2024
P000370-050824	5/8/2024	Raechel Condee	Probate Records|	Public Records Request	Constance Gayle McNutt Probate Docs Will, etc. Not sure of probate file number but Will Book 104 and Page 725 Thank you.	Public Records Request	5/8/2024
P000371-050824	5/8/2024	Jaya Prasad	Probate Records|	Public Records Request	Betty Henry McDowell died testate on or about 02/06/2022; her Estate is being administered in the Blount county clerk and Master's Office, File #PR-5223.	Public Records Request	5/9/2024
P000372-050824	5/8/2024	Catherine Heishman	Probate Records|	Public Records Request	Probate file on Malcolm G Palmer dod 3/21/22 intestate. (There may not be a file)	Public Records Request	5/9/2024
P000373-050924	5/9/2024	Holly Goforth	Probate Records|	Public Records Request	Will you please send probate file for Cynthia Lane Birchfield? Date of death: 7-18-23; docket: PR-6381. Also, will you see if there is a probate file for Jason Birchfield? Date of death: 9-5-15. Thank you, Holly	Public Records Request	5/9/2024
P000374-050924	5/9/2024	amanda touchstone	Probate Records|	Public Records Request	*TEST FROM RECORDS DEPARTMENT*	Public Records Request	5/10/2024
P000375-050924	5/9/2024	KELLY STONE	Probate Records|	Public Records Request	I need to request probate docs for Roxie Covington. Her DOD was 2/24/2023. Please advise if you do not have any probate on file for her. If you do, these are the following documents that I would need copies of: Order to Open Probate Order to Appoint Personal Representative Letters Testamentary/ Order to sell (if applicable) Death certificate Tenn Care Release Last Will and Testament Affidavit of Heirships (if any), Notice to Creditors, Proof of Publications, Any unpaid bills from creditors (if any) Notices of accounting of heirs paid Order to close Probate	Public Records Request	5/9/2024
P000376-050924	5/9/2024	Ann Myers	Other|	Public Records Request	I am doing a title search and need the probate file for John White, Jr. He died before March 7, 2003 but I do not know the exact date. It states his Will is of record Will Book 62, Page 457. Thanks!	Public Records Request	5/13/2024
P000377-050924	5/1/2024	Vivian Low	Marriage Certificate|Divorce Record|	Public Records Request	2 certified copies of marriage & divorce.	Divorce at C & M referred customer to them for divorce, Docket # E-19479. 2 certified copies of marriage was mailed to the customer on 5/1/2024.	5/9/2024
P000378-050924	5/9/2024	Harold Garland Jr.	Probate Records|Other|	Public Records Request	Estate Records, and a will if recorded for Harold Edwin Garland. Date of death: 12/26/2005. DOB: 8/26/1927	Public Records Request	5/10/2024
P000379-050924	5/2/2024	Lea Johnson	Marriage Certificate|	Public Records Request	4 certified copies of marriage.	Daughter Lea Johnson, picked up 4 certified marriage copies on 5/2/2024. Due $24.00/Paid in full receipt # 340222	5/9/2024
P000380-050924	5/9/2024	Michael Ogle	Probate Records|Other|	Public Records Request	I would like to have a copy of the probate and the last will and testament of Fred L. Jones of Blount County Tn. The docket number is PR 5416 Thank you.	Public Records Request	5/10/2024
P000381-050924	5/9/2024	Brenna Taylor	Probate Records|	Public Records Request	Could I please have copies from the Estate of William Mark Hart, DOD 1/26/2021, Case PR-4529 Copies needed if available: Petition to probate Order to probate Will Letters of Testamentary/Administration TNCare release/statement Proof of publication/Notice to Creditors Open Claims Any order specific to real estate Order to close	Public Records Request	5/10/2024

P000382-050924	5/9/2024	Kendall Bowden	Probate Records|Delinquent Tax Records|	Public Records Request	A list of properties that have had delinquent taxes and/or probates. As well as divorce records. All going back to 90 days from today.		Public Records Request	5/10/2024
P000383-050924	5/9/2024	Katrina Griffin	Divorce Record|	Public Records Request	I want to get a copy of my divorce records with the seal. I never received the original court documents that were mailed, and I would like to have my name changed. I have the PDF of the divorce papers, but the DMV and Social Security Office will not accept that because it doesn't have a raised seal. Thank you, Katrina Griffin		Public Records Request	5/13/2024
P000384-051024	5/2/2024	Sandra Manges	Marriage Certificate|Divorce Record|	Public Records Request	Two marriages and two divorces. First marriage: Audley Charles Babb II Sandra Reed 12/1968 First divorce: Audley Charles Babb II Sandra Reed Babb 1975 Docket # E-02020 Second marriage: Ronald Victor Manges Sandra Babb 6/1976 Second divorce; Ronald Victor Manges Sandra Babb Manges 1989 Docket # E-14432		Mailed documents 5/3/2024.	5/10/2024
P000385-051024	5/3/2024	Anonymous User Anonymous User	Other|	Public Records Request	Looking for 1964 marriage but not in Blount County, in Knox County. Looking for older birth certificate also not in Blount County.		Ref to TN Vital Records.	5/10/2024
P000386-051024	5/3/2024	Patricia Amelia Myers Roark	Other|	Public Records Request	Needed old address when married in 6/15/1975.		When married Ms. Myers address given was 740 Wrights Rd. Alcoa, TN. Found in marriage ledger Bk 63 Page 348. Informed customer.	5/10/2024
P000387-051024	5/1/2024	Jackie Sands	Other|	Public Records Request	Criminal File on R. L. Hill 1951.		Information on Criminal File for R. L. Hill was found in Minute Book 9 starting in April session of 1951. Docket #1064 and #1086. Emailed document files to J. Sands on 5/6/2024	5/10/2024
P000388-051024	5/10/2024	Ann Myers	Other|	Public Records Request	I need the probate file for Ellen H. Harrison - File No. 2019-PR-3727, please. Doing a title search for Maryville Title Agency.		Public Records Request	5/10/2024
P000389-051024	4/29/2024	Carrie Ann Teffeteller Hilbert	Name Change|	Public Records Request	Name change order 1989		Documents were found in Juvenile Bk 59 Pages 179/180/181. Due to being found in Juvenile Book had to contact Blount County Circuit Court to see if information could be released to customer even though she is an adult now. Spoke to Tamra Walker at Blount County Circuit Court who took the emailed information	5/10/2024
P000390-051024	5/9/2024	Anonymous User Anonymous User	Other|	Public Records Request	2022 Marriage		Phone contact 931 477-0258. Ref customer to website/Co Clerk's Office due the fact it was a more recent marriage.	5/10/2024
P000391-051024	5/9/2024	jamie singleton	Probate Records|	Public Records Request	1969 Probate record for Luther David Jackson.		Will documents emailed on 5/9/2024/ pdf 2241	5/10/2024
P000392-051024	5/9/2024	Melissa Finley	Probate Records|	Public Records Request	1852 Probate File		Emailed Probate Documents on 5/9/2024. Pdf 2206 thru 2219 and 2220 thru 2240.	5/10/2024
P000393-051024	5/10/2024	Benjamin Pierce	Probate Records|	Public Records Request	STEVEN S PIERCE - FEB.-2007 I am still the executor on this estate and wanted to confirm any financial info on it. ELIZABETH L PIERCE- MARCH - 2023 My uncle was the previous executor and unfortunately he passed away in November. Just wanted to see any new documents that's been filed or any changes. IF you could please scan and send me the files in there entirety ASAP. I would greatly appreciate it Benjamin s pierce Bspiebs@gmail.com 7208411131		Public Records Request	5/13/2024
P000394-051024	5/10/2024	Spencer White	Probate Records|	Public Records Request	I am looking for the Will and Testament of my Grandmother, Dorothy "Dotty" (Downs) Barker. She passed away in January of 2022. She lived at 1636 Mimosa Dr, Louisville, TN 37777. My olded brother, Nicholas Adam White was named executer of her estate.		Public Records Request	5/13/2024
P000395-051024	5/10/2024	Ann Myers	Other|	Public Records Request	I need the probate file for John White, Jr. I am not sure when he died but before March 2003. The deed I have references Will Book 62, Page 457. This is my 2nd request. If you do not have it, please let me know. Thanks so much.		Public Records Request	5/13/2024
P000396-051024	5/6/2024	Patricia Sawyer	Marriage Certificate|	Public Records Request	1 certified copy of Marriage Record.		SS was supposed to call Archives about marriage to confirm but never did. Customer called and came by to pk up certified copy to take to SS office. Also issued copy of marriage ledger page 405, book 78, due to fact original marriage cert return date was not entered on back of cert. Return date was 12/6/1985. $6.00 due. Pd in full, picked up on 5/9/2024. Receipt # 340225.	5/10/2024
P000397-051024	5/10/2024	Katherine Pickens	Marriage Certificate|	Public Records Request	Certified copy of marriage.		Picked up document on 5/9/2024 by Ms. Pickens. $6.00 due. Pd in full. Receipt # 340226	5/10/2024
P000398-051024	5/10/2024	Sheila Dyer	Marriage Certificate|	Public Records Request	Two marriages/need certified copy of each. Second marriage: 8/7/1998 Tommy Dallas Dyer Sheila Fay Reagan		Ms. Dyer picked up certified copies on 5/10/2024. $12.00 due. Pd in full. Receipt # 340227.	5/10/2024
P000399-051024	5/10/2024	David Sikes	Other|	Public Records Request	On behalf of WVLT-TV and pursuant to the Tennessee Open Records Act, §10-7-503 et seq., I am writing to request access to: 1)List of schools that currently have asbestos in them either by insulation or other items. 2)List the amount spent on asbestos abatement over the last 5 years and on what school 3)Under the provisions of AHERA maintenance and custodians' must attend mandatory asbestos awareness Training. WVLT is requesting the training records for the last three years 4) List the periodic surveillance of the materials and perform to reassess the asbestos that the school system has maintained for the last three years. 5)Any reported damage found to asbestos maintenance and custodians or other staff over the last five years. 6)Total number of maintenance and custodians that completed mandatory asbestos awareness training for the last three years listed by years If your office or direct reports do not maintain these public records, please let me know who does and include the proper custodian's name and address. The Tennessee Open Records Act requires a response time within seven days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect the requested data. If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Please feel free to contact me at (865) 766-8146 or on my cell (865) 406-5990. You may also reach me at david.sikes@gray.tv Thank you for your assistance. David C. Sikes WVLT Knoxville, TN 865-406-5990	Advised to contact James Duke with the school system per Don Stallions on 5/10/24.	Public Records Request	5/10/2024

P000401-051124	5/11/2024	KEVIN MCNEILL	Other|	Public Records Request	Thank you for responding to my prior PRR by sending a PDF document listing BC Salaries. I would like the file format to be Microsoft EXCEL workbook document, or equivalent digital format as described in my original letter to BC Payroll (see attached).	Public Records Request	5/13/2024
P000402-051224	5/12/2024	Kimberly Townsend	Marriage Certificate|	Public Records Request	My grandmother wants a copy of marriage certificate	Marriage not found in Blount County. Referred customer to TN Vital Records.	5/13/2024
P000403-051324	5/13/2024	Lori Morrow	Probate Records|	Public Records Request	I am requesting probate documents on Bob R. Sanders or Bobby R. Sanders. I need a copy of the Last Will and Testament, inheritance Tax Certificate, Petition for Years Support, Claim of Rebecca Ann Sanders and the Petition by Surviving Spouse for specific property and Order to Close	Public Records Request	5/13/2024
P000404-051324	5/13/2024	Jeremy Lane	Probate Records|	Public Records Request	Can I please request a copy of the probate file for the Estate of William Clark Adams, date of death 4/18/20, #PR-5150? Thank you. Jeremy Lane Independence Title	Public Records Request	5/13/2024
P000405-051324	5/13/2024	Janette Waller	Divorce Record|	Public Records Request	I am requesting a copy of a Divorce certificate/decree for a Divorce that would have been between 9-1-1959 and 10-1-1961. Monika was my Mother. I do know Monika's SSN was 414-68-4630, and her maiden name was Lauschke. Her middle name was Emma.	Public Records Request	5/14/2024
P000406-051324	5/13/2024	Jonathan Mintz	Probate Records|	Public Records Request	Please confirm if there is a probate estate for any of the following names: Randall T. Connor Nancy K. Connor Tommy G. Connor [From address 3629 Concord Rd., Rockwood, TN 37853 If there is a probate estate we would like to order the full file (if under 75 pages). Thank you.	Public Records Request	5/15/2024
P000407-051324	5/13/2024	wendy ellis	Divorce Record|	Public Records Request	I am looking where my ex JDH filed my divorce papers from him. I was stationed at fort bragg and he was living with his grandparents in Maryville, I signed and went back to work. I never got a copy. I believe we divorced between 90 and 92. I need that to get the real ID. Can you help? I would give bdays but would rather wait to hear from you first I have his and mine plus my social. I need help. I was young and dumb and didnt understand at the time	Public Records Request	5/14/2024
P000408-051424	5/14/2024	Krish V	Probate Records|	Public Records Request	I'd like to request all probates filed from the dates of April 13th - May 13 ' 2024 for Blount County. You can redact all private and sensitive information if needed. Usually the estate name works. If there is a formal request form to fill out I can do that as well.	Public Records Request	5/15/2024
P000409-051424	5/14/2024	Amy Neagle	Other|	Public Records Request	I am in need of any court orders or records on Meredith Mill and Alex Mills from 2018-2019. The department currently has custody of the children and I am uploading a copy of the order. Please send records via email @ amy.neagle@dfps.texas.gov	Request and all attachments have been sent to Jennifer Bailes at the Circuit Court Clerk's Office. 5/14/2014	5/14/2024
P000410-051424	5/14/2024	John Kidd	Probate Records|	Public Records Request	Need copy of will for Sandra (Sandy) K. Roberts. Docket No. PR6002. DOD 01/20/2023.	Public Records Request	5/14/2024
P000411-051424	5/14/2024	Jonathan Mintz	Probate Records|	Public Records Request	Check for a probate estate for the following names: Randall T. Connor Nancy K. Connor Tommy G. Connor [Address: 3629 Concord Rd., Rockford, TN 37853] We will need a copy of the entire file of the estate that is found.	Public Records Request	5/14/2024
P000412-051424	5/14/2024	Ann Myers	Probate Records|	Public Records Request	I am doing a title search for Maryville Title and need the probate file for Nell L. Ramsey. My deed states she died testate on May 11, 2000 and that it is Will Book 57, Page 40. Thank you for your assistance.	Public Records Request	5/14/2024
P000414-051424	5/14/2024	Mitchell Sullivan	Probate Records|	Public Records Request	Will Book 25, page 21 in the name of Irene Ross	Public Records Request	5/14/2024
P000415-051524	5/15/2024	WELTMAN WEINBERG AND REIS CO LPA	Probate Records|	Public Records Request	Hello, Can you please advise if there is an estate for the following (# of) decedents: (full Name) (DOD) If an estate is found can you please provide the following info: Case Number: Date File: Status 1. Fiduciary appointed name address city, State and zip code Phone 2. Attorney appointed name address city state zip code phone Thank you very much for your anticipated cooperation concerning this matter	Duplicate request did not contain any information as to names etc. Closing request due to lack of information.	5/15/2024
P000416-051524	5/15/2024	WELTMAN WEINBERG AND REIS CO LPA	Probate Records|	Public Records Request	Hello, Can you please advise if there is an estate for the following (# of) decedents: MARY SPARKS -- DATE OF DEATH 1-7-2024 WWR 041424174 If an estate is found can you please provide the following info: Case Number: Date File: Status 1. Fiduciary appointed name address city, State and zip code Phone 2. Attorney appointed name address city state zip code phone Thank you very much for your anticipated cooperation concerning this matter Tracy Hill Clerical Specialist - Probate	Public Records Request	5/15/2024
P000417-051524	5/15/2024	WELTMAN WEINBERG AND REIS CO LPA	Probate Records|	Public Records Request	Hello, Can you please advise if there is an estate for the following (# of) decedents: JOHN A BALLEW---- DATE OF DEATH UNK WWR 041274472 If an estate is found can you please provide the following info: Case Number: Date File: Status 1. Fiduciary appointed name address city, State and zip code Phone 2. Attorney appointed name address city state zip code phone Thank you very much for your anticipated cooperation concerning this matter	Public Records Request	5/15/2024
P000418-051524	5/15/2024	WELTMAN WEINBERG AND REIS CO LPA	Probate Records|	Public Records Request	Hello, Can you please advise if there is an estate for the following (# of) decedents: ANDREA JEWELL--- DATE OF DEATH 12/12/2023 WWR 041384325 If an estate is found can you please provide the following info: Case Number: Date File: Status 1. Fiduciary appointed name address city, State and zip code Phone 2. Attorney appointed name address city state zip code phone Thank you very much for your anticipated cooperation concerning this matter	Public Records Request	5/15/2024
P000419-051524	5/15/2024	Michelle Eller	Probate Records|	Public Records Request	Probate James E Stinnett died 7/10/16 WB 96 P 483 if file closed, please provide the following, as might be available: petition to probate will TennCare release order to sell property (if applicable) order to close estate If file open, please provide the following, as might be available: rule docket petition to probate will proof of death letters of testamentary TennCare release notice to creditors and/or proof of publication any claims if not released order to sell (if applicable) order to close estate	Public Records Request	5/15/2024

P000420-051524	5/15/2024	LeeAnne Bowen	Probate Records|	Public Records Request	Certified Copy of the Last Will and Testament of Clyde F. Whitehead dated July 10, 1998.	Public Records Request	5/16/2024
P000421-051624	5/16/2024	Holly Goforth	Probate Records|	Public Records Request	Will you please send the probate file for Avril Adams? DOD: 2-12-22. Docket #PR-5163. Thank you, Holly	Public Records Request	5/16/2024
P000422-051624	5/16/2024	SARAH STAFFORD	Divorce Record|	Public Records Request	Need the MDA and Final Decree, not sure of the date but a Quit Claim Deed was filed in 2020. This is for a real estate closing.	Public Records Request	5/16/2024
P000423-051624	5/16/2024	Holly Goforth	Probate Records|	Public Records Request	Will you please send probate file for Bertha Bivens (aka Bertha C. Bivens aka Bertha Culveyhouse Bivens). DOD: 5-28-1994. Do not have docket number for probate, but have Will Book 41, Page 321 for the will. Also, will you please send probate file for Ullin Leavell Bivens. DOD: 11-21-14; Docket #P-01236. And, will you please see if there is a probate file for Walter B. Bivens, Jr? DOD: 4-16-91. I have no other info for him. Thank you, Holly	Public Records Request	5/16/2024
P000424-051624	5/16/2024	Susan Potter	Probate Records|	Public Records Request	Estate file of Dana Hugh Traylor PR-6238	Public Records Request	5/16/2024
P000425-051624	5/16/2024	Susan Potter	Probate Records|	Public Records Request	Estate file of Joe Don Swafford PR-5003	Public Records Request	5/16/2024
P000426-051624	5/16/2024	Susan Potter	Probate Records|	Public Records Request	Estate file of William Dale Young	Public Records Request	5/16/2024
P000427-051624	5/16/2024	Holly Goforth	Probate Records|	Public Records Request	Will you please send the probate file for James E. Stinnett? DOD: 7-10-16. I do not have the docket number. Thank you, Holly	Public Records Request	5/16/2024
P000429-051624	5/16/2024	Bonnie Callais	Divorce Record|Name Change|	Public Records Request	Need divorce decree for the real ID driver's license	Public Records Request	5/17/2024
P000431-051724	5/17/2024	Susan Potter	Probate Records|	Public Records Request	Raymond R. Hurst, Jr. P-6250	Public Records Request	5/17/2024
P000432-051724	5/17/2024	Donna Sainato	Divorce Record|	Public Records Request	Looking for divorce records/documents from finalized default divorce from Judge Harrington, official 4/26/24 between Donna Leanne Sainato & Frank Steven Sainato. Would like all records included from all court cases that have been in Blount Co Courts from 7/6/22-6/1/24.	Public Records Request	5/20/2024
P000433-052024	5/20/2024	Amy Allocco	Other|	Public Records Request	Marriage License -- a certified copy, if possible. Marriage was between Brian Kemble Pennington and Amy Leigh Allocco on 10 June 2008 (see attachment--Marriage Certificate says it appears in the Marriage Record Book 194 on page 113 for 4 June 2008)	Mailed certified copy of marriage and ledger page. 5/20/2024	5/20/2024
P000434-052024	5/20/2024	REBECCA STACHO	Probate Records|	Public Records Request	NAME: JAMES BLACK DOD: 11/22/2023 If an estate is found can you please provide the following info: Case Number: Name on Case: Date File: Status 1. Fiduciary appointed Date Appointed: name address city, State and zip code Phone 2. Attorney appointed name address city state zip code phone Thank you very much for your anticipated cooperation concerning this matter.	Public Records Request	5/21/2024
P000435-052024	5/20/2024	Mariah Franklin	Other|	Public Records Request	I'm requesting an electronic copy of the 2024 contract between BRINC Drones and the Blount County Sheriff's Office concerning provision of Lemur drones to Blount law enforcement. The contract I'm referencing here is cooperative BuyBoard Contract No. 718-23.	Public Records Request	5/21/2024
P000436-052024	5/20/2024	Sofia Bustillos	Other|	Public Records Request	Our office is being retained to represent the Defendant, Verijet, Inc., in connection with the following lawsuit: Cirrus Design Corporation vs. Verijet, Inc. Case/Reference No:2024-CH-44. We are hereby requesting a copy of the docket and a copy of every single filed document up to date in this case	Public Records Request	5/20/2024
P000437-052024	5/20/2024	Hunter Smith	Other|	Public Records Request	Certified birth certificate	Referred to BCHD/TN Vital Records	5/21/2024
P000438-052124	5/21/2024	Deborah Payne	Probate Records|	Public Records Request	My father died in September and my sister was to record his will. we still do not have a copy and need to know if it was ever probated. We were to be notified when it went before the probate court judge and we weren't. I am requesting a copy of my Father's Will (Donald Edward Teague [Sr], Kingsport, Tennessee). Can you help us? Thank you! Deborah Teague Payne	Public Records Request	5/21/2024
P000439-052124	5/21/2024	Craig Stewart	Probate Records|	Public Records Request	Probate file for Clifford L. Willocks; entire file is possible	Public Records Request	5/21/2024
P000440-052124	5/21/2024	Helen Diggs	Divorce Record|	Public Records Request	MDA and Final Decree	Public Records Request	5/21/2024
P000441-052124	5/21/2024	Catherine Heishman	Divorce Record|	Public Records Request	Just MDA and final decree #E-28246. Thanks so much	Public Records Request	5/22/2024
P000442-052124	5/21/2024	Latesha Patterson	Marriage Certificate|	Public Records Request	I am requesting a marriage certificate for my personal records. We were married on around 06/07/07.	Certified copy of marriage mailed to customer on 5/21/24	5/21/2024
P000443-052124	5/21/2024	Ann Myers	Probate Records|	Public Records Request	I need the probate file for James Donald Tarwater. I believe he died in 2015 or 2016. I do not have the exact date. Thank you for your assistance in the matter.	Public Records Request	5/21/2024
P000444-052124	5/21/2024	Tina Adcock	Marriage Certificate|	Public Records Request	Copy of marriage license.	Ref to Website/County Clerk's office	5/21/2024
P000445-052124	5/21/2024	Holly Goforth	Probate Records|	Public Records Request	Will you please check and see if there is a probate file for Vina Skidmore and if so, please send. DOD: 12-8-1998. I don't have a docket number. Thank you, Holly	Public Records Request	5/22/2024

P000446-052124	5/21/2024	Ann Myers	Probate Records|	Public Records Request	I need the probate file for Lucille C. Speers if you have it, please. She died May 18, 2003. Thank you so much.	Public Records Request	5/22/2024
P000447-052124	5/21/2024	Scott Gonyeo	Delinquent Tax Records|	Public Records Request	Please see attached file. I am requesting to view these files for properties in the upcoming tax foreclosure auction. I would like to see them anytime between 5/29-5/31.	Public Records Request	5/30/2024
P000448-052224	5/22/2024	Jamie Huggins	Divorce Record|	Public Records Request	Divorce decree paper	Public Records Request	5/22/2024
P000449-052224	5/22/2024	Michelle Prudoth	Marriage Certificate|	Public Records Request	I would like to know if there are marriage/divorce records between Ralph Monger and Memry Lane Monger (Woolery) Around 15 years ago.	No marriage found in Blount County. Divorce was in Knox Co. Circuit Court on 10/11/1990. Requester informed.	5/22/2024
P000450-052224	5/22/2024	Ashlee Davis	Divorce Record|	Public Records Request	Martial Dissolution and Final Divorce Decree	Public Records Request	5/22/2024
P000451-052224	5/22/2024	Nicholas Fast	Probate Records|Historical/Geneaological|	Public Records Request	I am a genealogical researcher hired by an attorney to help settle a probate matter. I am looking to see if a probate record exists for the following individual: Name: Charles Ray Rhodes Date of Birth: December 18, 1955 Date of Death: November 5, 2013 I believe that Mr. Rhodes died in Blount County. If a record is located, please contact me as soon as possible so I can pay the search and copy fees.	Public Records Request	5/22/2024
P000452-052224	5/22/2024	Ammie Arden	Probate Records|	Public Records Request	Copies of the Estate of Jaqueline Phelps O'Conner, Date of Death September 9, 2022.	Public Records Request	5/22/2024
P000453-052224	5/22/2024	Ammie Arden	Probate Records|	Public Records Request	Copied of Estate of Walter Ralph Phelps, Jr. Date of Death July 27, 2018.	Public Records Request	5/23/2024
P000454-052224	5/22/2024	Catherine Heishman	Divorce Record|	Public Records Request	MDA and final decree only. #E-28246	Public Records Request	5/23/2024
P000455-052224	5/22/2024	Ann Myers	Probate Records|	Public Records Request	If you would, please recheck for a probate file for Lucille C. Speer. She died October 3, 1995. They are referencing Will Book 65, Page 535. I now have a copy of the Will. If I could please get the Petition and Closing Order. Thanks so much.	Public Records Request	5/22/2024
P000456-052224	5/22/2024	Cecilia Wilcox	Divorce Record|	Public Records Request	I would like a copy of the Divorce Decree and Marital settlement agreement between both parties. It looks like they divorced back in the 70's and then got back together, but then divorced again. Thank you for your help!	Email sent with Divorce Decree dated 11/15/1977. Docket # 3775. Also informed of Dismissal Docket # S-2851 and another filing on 8/16/2005. Referred to C & M for last Filing if needs.	5/22/2024
P000457-052224	5/22/2024	James Michael Irwin	Marriage Certificate|	Public Records Request	Hello, my wife and I got married last year on May 12, 2023 at Fairview Church, by Dr. Gerald Russell. We never received our marriage certificate in the mail and would like to know if we can get it now. My full name is James Michael Malis Irwin, my spouse's full name is Joselyn Carolina Amador Hernandez. Thank you	Referred to the website/Co Clerk's office.	5/22/2024
P000458-052224	5/22/2024	Ann Myers	Probate Records|	Public Records Request	Would you please send me the probate file for Nell Garland Brewer? She died in 2009 - Probate File 09-29-387.	Public Records Request	5/23/2024
P000460-052224	5/22/2024	Hollace Wright	Other|	Public Records Request	To Whom It May Concern, Under the Tennessee Open Records Act, §10-7-503 et seq., I am requesting an opportunity to inspect or obtain copies of public records related to Thomas Eugene Hatcher of 1224 Karina Cir, Maryville, TN 37804 or 128 Temple Rd Maryville, TN 37804. Specifically, I am seeking the following information: 1. Any arrest records associated with Thomas Eugene Hatcher. 2. Any police reports involving Thomas Eugene Hatcher. 3. 911 calls related to incidents involving Thomas Eugene Hatcher or associated with 1224 Karina Cir, Maryville, TN 37804 or 128 Temple Rd Maryville, TN 37804. 4. Body camera footage, if available, pertaining to any interactions with Thomas Eugene Hatcher. The Tennessee Open Records Act requires a response time within seven days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law. If there are any fees associated with fulfilling this request, please inform me of the total cost before proceeding. I am willing to pay reasonable fees for the duplication of records, if necessary. If you have any questions or require further information to process this request, please do not hesitate to contact me at hollace.wright@gmail.com. Thank you for considering my request. Sincerely,	Forwarded request to BCSO. 5/23/2024	5/23/2024
P000461-052324	5/23/2024	Krish V	Probate Records|	Public Records Request	I would like to request all probate cases filed (docket numbers) for the month of 04/13/2024 to 05/22/2024. you can redact all private information or sealed information, i am just requesting the probate docket numbers for research. It could be in any form whether PDF or EXCEL document.	Public Records Request	5/23/2024
P000462-052324	5/23/2024	Lori Morrow	Probate Records|	Public Records Request	Probate No. PR-6041, Estate of Margaret Foxx, I need to know if this probate is still open and if there is a TennCare release. Thank you.	Public Records Request	5/23/2024
P000463-052324	5/23/2024	Helen Diggs	Divorce Record|	Public Records Request	Need to request a certified copy of the MDA and Final Decree for this file. CE-29201. Thank you Helen	Public Records Request	5/23/2024

P000464-052324	5/23/2024	Cecilia Wilcox	Probate Records|	Public Records Request	May I please request probate on Karen B Davis If a closed file is located, please provide the following, as might be available: Petition to Probate Will TennCare Release Inheritance Tax Release Order to sell (if applicable) Order to Close Estate If an open file is located, please provide the following, as might be available: Rule Docket or Docket Listing Petition to Probate WILL Proof of Death Letters of Testamentary (if permitted) TennCare Release Inheritance Tax Release Notice to Creditors and/or proof of publication Any Claims if not released Order to sell (if applicable) Order to Close Estate Please let us know if an estate file is identified; any documentation located; and amount due for copies, and we will pay promptly. Thanks so much!	Public Records Request	5/23/2024
P000465-052324	5/23/2024	Holly Goforth	Probate Records|	Public Records Request	Will you please send probate file for Gloria Jill Mills. DOD was 9-14-90. I do not have docket number. Thank you, Holly	Public Records Request	5/24/2024
P000466-052324	5/23/2024	Josh Barnes	Probate Records|Delinquent Tax	Public Records Request	Probate Records: 1. Type of Records: Probate case files, including but not limited to wills, inventories, appraisals, accountings, orders, and associated property addresses. 2. Time-frame: Records from the past 30 days. 3.	Directed customer to Blount website for Developmental Services for code violations.	6/3/2024
P000468-052324	5/23/2024	Amanda Perry	Marriage Certificate|	Public Records Request	I am requesting a copy of my marriage license for the purpose of obtaining an ID. I was married in Townsend TN in the month of August 1999.	No marriage found. Checked Index and ledger book.	5/23/2024
P000470-052324	5/23/2024	Ann Myers	Probate Records|	Public Records Request	Good afternoon! Would you check to see if you have a probate file for James Parks Hitch (may be under Parks Hitch). My deed states he died June 3, 1995. If so, would you send the file to me please? Thank you!	Public Records Request	5/24/2024
P000471-052324	5/23/2024	Iris Morgan	Probate Records|	Public Records Request	Copy of Will for James E. Stinnett in Will Book 96 Page 483. I only need the following documents: Petition to Probate Copy of Will TennCare Release Inheritance Tax Release Order to sell (if applicable) Order to close estate Thanks so much for your help.	Public Records Request	5/23/2024
P000472-052324	5/23/2024	KELLY STONE	Probate Records|	Public Records Request	PLEASE RUSH! I only need the death certificate if it is in his probate record please ASAP, as his wife is to close on property at 10 Am tomorrow morning and the daughter is unsure if she can find the copy of it. Please and thank you in advance!	Public Records Request	5/24/2024
P000473-052324	5/23/2024	Gregory Jones	Other|	Public Records Request	Need copy of Business name filing - Gregory Jones DBA Jones Construction	Public Records Request	5/24/2024
P000474-052324	5/23/2024	David Armstrong	Divorce Record|	Public Records Request	I am requesting a copy of full divorce documents and court hearing. Unfortunately I do not know the date the divorce was filed. Am I still able to obtain the records?	Public Records Request	5/24/2024
P000475-052424	5/24/2024	Sue Street	Probate Records|	Public Records Request	RE: Estate of Todd Wallace Bradley, date of death was in 2003 (I think). All I have is a Will Book reference of Will 64 pg 754. If it is not a huge file, please email the file to supertrail@yahoo.com. If it is a huge file, please send a copy of the will, the petition to open the probate, the non-tax certificate, and the petition to close the estate. If the estate is still open, and there are any unreleased claims, please send copies of those claims . . . but I feel the estate is closed, I just don't have documented proof. Thank you! Sue	Public Records Request	5/24/2024
P000476-052424	5/24/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to request a copy of the will for Vinie E. Tyler. DOD 9-4-03 Will Book 66, Page 151	Public Records Request	5/24/2024
P000477-052424	5/24/2024	Diana Smiddy	Marriage Certificate|	Public Records Request	Marriage License copy for Diana Smith Smiddy and John Smiddy	Public Records Request	5/24/2024
P000478-052424	5/24/2024	Mark Galyon	Divorce Record|	Public Records Request	two certified copies, e-11197 & s-2876.	Public Records Request	5/24/2024
P000479-052424	5/24/2024	lamar morgan	Probate Records|	Public Records Request	Estates for James Rogers Smithey & wife, Ella Dean Smithey	Public Records Request	5/28/2024
P000480-052424	5/24/2024	DARLENE PERCELL	Probate Records|	Public Records Request	Do you have an estate probated on Bessie Borden Garrett? We will need a copy of her will of there is one.	Public Records Request	5/24/2024
P000482-052724	5/27/2024	Susan Potter	Probate Records|	Public Records Request	Estate file for Donald R. Griffeth, Jr. PR-5678	Public Records Request	5/28/2024
P000483-052724	5/27/2024	Susan Potter	Probate Records|	Public Records Request	Estate file of Margaret Taylor Foxx PR-6041	Public Records Request	5/28/2024
P000484-052724	5/27/2024	Susan Potter	Probate Records|	Public Records Request	Estate file of Patricia Anne Morton PR-6327	Public Records Request	5/28/2024
U000868-052724	5/27/2024			Unrecognized Email		Unrecognized Email	5/27/2024
P000485-052724	5/27/2024	Susan Potter	Probate Records|	Public Records Request	Estate File and Last Will and Testament of Eugenia Richards Lambeth. Will Book 63, Page 767	Public Records Request	5/28/2024
P000486-052824	5/28/2024	REBECCA STACHO	Probate Records|	Public Records Request	Hello, Can you please advise if there is an estate for the following decedent: GARLAND, SHARON 01/26/2024 If an estate is found can you please provide the following info: Case Number: Name on Case: Date File: Status 1. Fiduciary appointed Date Appointed: name address city, State and zip code Phone 2. Attorney appointed name address city state zip code phone Thank you very much for your anticipated cooperation concerning this matter. 041483155	Public Records Request	5/28/2024
P000487-052824	5/28/2024	tina smith	Other|	Public Records Request	I am requesting a copy of the current vendor healthcare contract with Mediko for the Blount Co Sheriff's Department. I am asking as it pertains to bidding for the current RFP. I would also be curious of the contract prior to Mediko if possible.	Public Records Request	5/28/2024

P000488-052824	5/28/2024	Belinda Bays	Marriage Certificate|Divorce Record|	Public Records Request	Need copy of marriage certificate and Divorce degree from this person		Emailed marriage certificate, ref to C & M for divorce. Docket# S-7832.	5/28/2024
P000489-052824	5/28/2024	Belinda Bays	Marriage Certificate|Divorce Record|	Public Records Request	Need divorce decree and marriage certificate for Belinda Lou Gregory . Don't remember the dates.		Emailed marriage certificates. Ref to C & M for divorce. Docket # E-20249	5/28/2024
P000490-052824	5/28/2024	Tara Lee	Divorce Record|	Public Records Request	I need a copy of the Marriage Dissolution Agreement ASAP.		Public Records Request	5/28/2024
P000491-052824	5/28/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to request the probate file on Melody Oliver Gregory. DOD: 3/3/23.		Public Records Request	5/29/2024
P000492-052824	5/28/2024	Cheryl Blankenship	Divorce Record|	Public Records Request	Please send a copy of final decree and MDA-- closing is scheduled for Friday May 31, if you could please expedite request		Public Records Request	5/29/2024
P000493-052824	5/28/2024	Cristie Jenkins	Probate Records|	Public Records Request	I do NOT need records, just status please. I emailed for that information, but was asked to do a "records request" via this portal. Thanks! P-02290 Dorothy Imogene Cook P-01538 Ira H. Walker P-01539 Roseanne Carolyn Black Parker 08-28-407 Mack E. Russell P-02316 Wilbur C. Huffman P-02313 Auretta D. Kirby PR-4290 William F. Proffitt, Sr. PR-3937 Robert V. Lunsford PR-4158 Ronnie Lee Parker		Public Records Request	5/30/2024
P000494-052824	5/28/2024	Tyrik Scott	Other|	Public Records Request	Requesting 503 Belmont Ave property deed and existing county's survey of the land. Any other information pertaining to the determination of the property lines will be necessary as well. Thank you. Property owners request.		Public Records Request	5/29/2024
P000495-052924	5/29/2024	William Vance	Probate Records|Other|	Public Records Request	* Probate records filed since 09/2023 for William Donnie Vance: heirs Samuel Vance and Angela Vance * Duplicate registration 2HGFC4A88LH302778 for 2021 William Vance * Copy of Salvage title for 2HGFC4A88LH302778 * Duplicate title for 2022 Honda Civic Si 2HGFE1E50NH470295 William Vance LIEN is discharged * POA revocation for vehicle transactions * Vehicle history for 2HGFE1E50NH470295		Public Records Request	5/30/2024
P000496-052924	5/29/2024	DARLENE PERCELL	Probate Records|	Public Records Request	Do you have an estate probated on Toni Loveday (DOD was 2-18-13)? If there is a will, I will need a copy please. Thank You		Public Records Request	5/29/2024
P000497-052924	5/29/2024	Angel Conklin	Probate Records|	Public Records Request	Please provide any type of public record for Robert Wiseman DOB 05/03/1991. Please send records to email angel.conklin@casamonroe.org or mail CASA Monroe 401 College Street North Madisonville, TN 37354.		Public Records Request	5/29/2024
P000498-052924	5/29/2024	Hollace Wright	Other|	Public Records Request	Good morning, Under the Tennessee Open Records Act, I am requesting an opportunity to obtain copies of public records related to The Blount County Commission from 1989 to 1994. Specifically, I am seeking the following information: 1. Meeting minutes from any Blount County Commission meetings between 1989 and 1994. The Tennessee Open Records Act requires a response time within seven days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies of the requested records. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law. If there are any fees associated with fulfilling this request, please inform me of the total cost before proceeding. I am willing to pay reasonable fees for the duplication of records, if necessary. If you have any questions or require further information to process this request, please do not hesitate to contact me at hollace.wright@gmail.com. Thank you for considering my request. Sincerely, Hollace Wright	Closed due to no response from requester.	Public Records Request	6/10/2024
P000500-052924	5/29/2024	Jackie Wadding	Probate Records|	Public Records Request	Please send the Petition opening the estate for Candace Judith Haun in Docket #6519. As soon as possible please.		Public Records Request	5/29/2024
P000501-052924	5/29/2024	Sue Street	Probate Records|	Public Records Request	I don't have a lot of information to share with you. I'm trying to determine if a probate was filed for the Estate of Larry Storie. I found a Larry Storie who died in Maryville Jan 17, 2021, but I'm not sure this is the same individual. The contract I was provided doesn't even have a signature of a person who might be representing the estate. Names that might be associated with the estate if one was filed--- individuals who perhaps serve as Personal Representative, include: Allen, Jeff, Kevin, Russell or Michael Storie. Larry Storie may have lived at 2815 Thomas Drive, Maryville TN. If you find a probate, open or closed, could you please send me your file if it is not too big? If it is large, I will be happy to receive just the Petition to Open, Will (if testate), Death Certificate (if one is entered), Publication of Notice to Creditors, TnCare entry, Claims (if the estate is still open), Petition to Close & Order to Close (naturally, only if the probate is closed). Thanks in advance! Sue		Public Records Request	5/30/2024
P000502-052924	5/29/2024	Machell Cabe	Other|	Public Records Request	Property deed		Public Records Request	5/30/2024
P000503-052924	5/29/2024	Sheila Dunbar	Probate Records|Other|	Public Records Request	I would like a copy of my father's will. Douglas M. Morrison passed away on April 24, 2024		Public Records Request	5/30/2024
P000504-052924	5/29/2024	Sheila Dunbar	Probate Records|Other|	Public Records Request	I would like a copy of my father's will. Douglas M. Morrison passed away on April 24, 2024		Duplicate request.	5/30/2024

P000505-053024	5/30/2024	Sue Street	Delinquent Tax Records|	Public Records Request	I'm not sure if you can easily pull this information and send it to me or if I will need to come to your office in person . . . but here is what I need: I am interested in a property sold in tax sale 18 as item 188. The sale was 3/16/15 for years 2008-2010. The owners of record were Damian and Amber Laws. The purchaser at the tax sale was Sam Price. The property was 09-047I-047IM-029, address of 252 Andy Carr Ave., Alcoa. I need to confirm that the property was NOT redeemed from the tax sale. I also need to determine if notification to the Laws was by in-hand service of process or if through publication. If there is a certified process card showing the date and signature of the recipient, I would need that. I don't need anything showing returned mail at this time. I don't need any other communications at this time. At this time, I just (1.) need to confirm that the property was not redeemed from the sale and (2.) need to determine how the record owners at the time of the tax sale were noticed/served. Please advise if reviewing the tax sale records is something I need to do in person. Thank you! Sue	Public Records Request	5/30/2024
P000506-053024	5/30/2024	Sue Street	Probate Records|	Public Records Request	(1.) This is a request for probate documents from the Estate of Nadina W Holley, who died April 30, 1995. All I have is the reference of the Will Book recording: Will Book 5 pg 204. Since this is a very old probate, I would be satisfied just to have a copy of the will. I am hoping that this probate is in Blount County (the property involved is in Blount County). (2.) And, related to request #1, I also need to verify if you have a probate for William L Holley, who died Sept 17, 1951. Nadina would have obtained title as his heir or devisee. I do not have any information regarding the Estate of William Holley other than his date of death. I am more or less trying to determine if a probate estate was opened for him. If a will was submitted, I need to request a copy of the will. At this time, a copy of the will, if there is one, is all I need. If an intestate probate was opened, of course, I would need more information. For now, please just verify if an estate was opened for William and, if testate, please provide a copy of his will. We'll cross that "intestate bridge" if we have to later. Again, if you have any questions or if you require me to review your records in person, please let me know. Thank you! Sue	Emailed will and probate file for William L. Holley 1951. Other part of request was forwarded to Clerk and Master's office. 5/30/2024 Customer advised.	5/30/2024
P000508-053024	5/30/2024	Pamela Cooper	Divorce Record|	Public Records Request	Please advise how I can get a copy of the divorce decree as this is needed in order to obtain the Real ID	Public Records Request	5/31/2024
P000509-053024	5/30/2024	Ammie Arden	Probate Records|Other|	Public Records Request	Please send copies of Docket No. 11-32-202 and copied of the Estate of Walter Ralph Phelps, Jr. (JUNIOR) Thanks!	Public Records Request	5/30/2024
P000510-053024	5/30/2024	harry Grothjahn	Other|	Public Records Request	FY 21-22 ; FY 22-23; FY 23-24 and proposed local Funds Budgeted for FY 24-25 TN Maintenance of Effort Reports for Blount County Schools to TN DOE and TN Comptroller.	Public Records Request	6/10/2024
P000511-053124	5/31/2024	Karen Scott	Marriage Certificate|	Public Records Request	I am looking for my husband's grandparents information. I am not 100% sure if they were married in Blount Co that is what we are trying to find out. They were married somewhere between 1945-1946. Please let me know if you need any other information and I will see if I can get it for you. I do not need a certified copy we are just trying to get exact date and the place.	Marriage not found in Blount County. Attached copy of 1950 US Census for Loudon County TN. Informed customer that familysearch.org has quite a bit of information on Mr. Scott.	5/31/2024
P000513-060324	6/3/2024	Krish N	Probate Records|	Public Records Request	I would like to request all probate cases filed (docket numbers) for the month of 05/23/2024 to 06/03/2024. you can redact all private information or sealed information, i am just requesting the probate docket numbers for research. It could be in any form whether PDF or EXCEL document.	Public Records Request	6/3/2024
P000514-060324	6/3/2024	Krish N	Probate Records|	Public Records Request	I would like to request all probate cases filed (docket numbers) for the month of 05/23/2024 to 06/03/2024. you can redact all private information or sealed information, i am just requesting the probate docket numbers for research. It could be in any form whether PDF or EXCEL document.	Public Records Request	6/3/2024
P000515-060324	6/3/2024	Ann Myers	Probate Records|	Public Records Request	Please send me the probate file for Pauline Janes. She died March 15, 2021. Her probate file is 2021-PR-4470. Thank you for your assistance.	Public Records Request	6/3/2024
P000516-060324	6/3/2024	James Morgan	Other|	Public Records Request	I am requesting the last 10 filings of Complaint for Divorce and Extraordinary relief with associated Temporary Restraining Orders for attorney Laura Jane Webb. As well as opposing counsels answer.	Public Records Request	6/3/2024
P000520-060324	6/3/2024	Daniel Finchum	Other|	Public Records Request	BID TAB for Chilhowee View Road - Water Main Improvements The Project consists of constructing approximately 10,100 linear feet (LF) of 12" DIP water line, 7,050 LF of 8" PVC water line, 2,175 LF of 6" PVC water line, 130 LF of 4" PVC water line, 10 LF of 2" PVC water line, all service reconnections, and all associated valves, fittings, and appurtenances along Chilhowee View Road, from Wilkinson Pike to Whites Mill Road, and along Nickel Point Drive, and along E. Lamar Alexander Highway (US-321) from Autumn Drive to Sims Road in Maryville, TN.	Public Records Request	6/3/2024
P000521-060324	6/3/2024	Jessica Johnson	Divorce Record|	Public Records Request	Requesting a copy of the divorce petition filed by Kawana Kelley. If possible, please email to: jessica_harris@fd.org	Public Records Request	6/5/2024
P000522-060324	6/3/2024	Tonya Martin	Other|	Public Records Request	I am requesting a copy of the oath of office for Sheriff Berrong	Public Records Request	6/4/2024
P000523-060324	6/3/2024	Jonathan Reeves	Probate Records|	Public Records Request	I am requesting a copy of the Last Will and Testament of Carolyn M King, if it exists in Blount County records. She was born of the 19th of April 1935 and passed on the 22nd of February 2024. Her residence at the time of death, for which she is still listed as the primary owner, is 402 Laurel Rd, Townsend, TN.	Public Records Request	6/5/2024

P000524-060324	6/3/2024	Damon Nelson	Other|	Public Records Request	All criminal or domestic charges or any pending chargers.	Ref to CC and GS Courts	6/4/2024
P000525-060424	6/4/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to request the probate file for Richard David Buchanan. DOD: 12/27/22. Thank you Helen	Public Records Request	6/4/2024
P000526-060424	5/13/2024	Mitchell Sullivan	Divorce Record|	Public Records Request	Needs Final Decree, first page of Complaint and Memorandum Announcement, page 10 concerning Property Division.	All above information requested emailed on 5/14/2024. Docket # on Divorce E-16759. Pdf's sent 2247/2248/2249.	6/4/2024
P000527-060424	5/14/2024	Cassie Bartlett	Other|	Public Records Request	House Blueprints	Referred to Developmental Services.	6/4/2024
P000528-060424	5/14/2024	Melissa Finlay	Historical/Genealogical|	Public Records Request	1795-1818 minute book information on Andrew Evans, David, Joseph and Samuel Vance.	Information sent from 1795-1818 minute book. Emailed 5/17/2024. Pdf's sent 2251 thru 2264. Other information sent in record # P000392-051024 concerning David Vance Probate File.	6/4/2024
P000529-060424	5/14/2024	Glenn Teffeteller	Historical/Genealogical|	Public Records Request	Will or Probate for Michael Nymen or Nymon Circa 1818.	No Will or Probate found under Michael Nymon or Nymen. Customer came by office on 6/3/2024. The file was under Michael Newman not Nymon or Nymen. We found Probate file after name clarification.	6/4/2024
P000530-060424	5/16/2024	Selena Sutera-Stong	Other|	Public Records Request	Final Decree of Adoption, E-22431 Peyton Cathey.	Emailed Final Decree of Adoption on 5/16/2024, Pdf 2250	6/4/2024
P000531-060424	6/4/2024	Cecilia Wilcox	Probate Records|	Public Records Request	May we please obtain probate copies on the following- Kimberly E Reneau If a closed file is located, please provide the following, as might be available: Petition to Probate Will TennCare Release Inheritance Tax Release Order to sell (if applicable) Order to Close Estate If an open file is located, please provide the following, as might be available: Rule Docket or Docket Listing Petition to Probate WILL Proof of Death Letters of Testamentary (if permitted) TennCare Release Inheritance Tax Release Notice to Creditors and/or proof of publication Any Claims if not released Order to sell (if applicable) Order to Close Estate	Public Records Request	6/4/2024
P000532-060424	6/4/2024	Connie Bushey	Divorce Record|	Public Records Request	I'd like to request a report of all new cases filed from 5-1-2024 to 5-31-2024.	Public Records Request	6/4/2024
P000533-060424	5/16/2024	Windy Husted	Marriage Certificate|Historical/Genealogical|	Public Records Request	1800 marriage and marriage ledger information if available.	Emailed marriage dated 11/5/1800. Pdf 2267. No marriage ledger at archives dating that far back. Earliest at archives is 1854.	6/4/2024
P000534-060424	5/17/2024	Mr. Stevens	Other|	Public Records Request	Septic Information.	Ref to D. S.	6/4/2024
P000535-060424	5/21/2024	Vonda	Marriage Certificate|	Public Records Request	Clerk's office needed to confirm that marriage was returned after marriage ceremony.	Confirmed thru marriage ledger that marriage was returned to Co. Clerk's office on 3/4/2002. License acquired on 2/22/2002 and marriage ceremony performed on 2/23/2002. Customer picked up certified copy on 5/21/2024. $6.00 Pd in full. Receipt # 340228	6/4/2024
P000536-060424	6/4/2024	Helen Diggs	Probate Records|	Public Records Request	Could you please check to see if there was a probate file for Paul Max Ogle - DOD: 3/12/19. If so could you send me a copy of the file. Thank you Helen	Public Records Request	6/5/2024
P000537-060424	6/4/2024	Pearl Curtis	Divorce Record|	Public Records Request	I need a divorce decree for burial/insurance purposes	Public Records Request	6/5/2024
P000538-060424	6/4/2024	Helen Diggs	Probate Records|	Public Records Request	Could you check to see if there was a probate file for Perry Lynn Ogle - DOD 1/9/09 If so, could you please send me a copy. Thanks, Helen	Public Records Request	6/4/2024
P000539-060424	6/4/2024	Catherine Heishman	Probate Records|	Public Records Request	Probate file for Barbara Hensley PR 6452. If file is too large just the order to probate, will, NTC, TN care rel, any open claims and order to close if there is one. Thanks so much.	Public Records Request	6/4/2024
P000540-060424	5/23/2024	Renee'	Divorce Record|	Public Records Request	Final Divorce Decree Docket # E-00353	Pick up on site by Renee' on 5/24/2024. Pd. $6.00 cash, collected by A.T. Receipt # 340230.	6/4/2024
P000541-060424	6/4/2024	Susan Potter	Probate Records|	Public Records Request	Don Leroy Cutshaw estate file PR-6498	Public Records Request	6/4/2024
P000542-060424	6/4/2024	Susan Potter	Probate Records|	Public Records Request	Edwin D. Cunningham estate file 05-21-421	Public Records Request	6/4/2024
P000543-060424	6/4/2024	John Yazici	Other|	Public Records Request	Hello, I hope you are doing well. I am looking for the officer body cam footage for the incident involving the Kenneth Wayne DeHart Jr. traffic stop that resulted in the shooting of officer Shelby Eggers and unfortunate shooting and death of Deputy Greg McCowan. The date of this incident was February 8th 2024. I am also looking for any further body cam footage or case files that led to the arrest of Kenneth Wayne DeHart 5 days later as well as any body cam or case files related to the arrests of Marcus Dehart and Carrie Matthews (those charged with being an accessory after the fact in the shooting). Our news studio is working to bring to light the challenges and difficulties our law enforcement officers go through to keep our citizens safe in this country every day. We are partnering with former Navy Seal, John Allen. Who also founded the Mr.Ballen Foundation with its mission to honor victims and support families of heinous crimes through education, training and financial support.	Request was forwarded to BCSO. 6/5/2024	6/5/2024
P000544-060524	6/5/2024	Susan Potter	Probate Records|	Public Records Request	Orson Burlingame estate file 11-31-239	Public Records Request	6/5/2024
P000545-060524	6/5/2024	Ann Myers	Probate Records|	Public Records Request	Please me the probate file for Teresa Jean Steen. She died December 13, 2020. Her probate file is of record File No. PR-4714. Thank you!!!!	Public Records Request	6/6/2024

P000546-060524	6/5/2024	Ann Myers	Probate Records|	Public Records Request	I need the Petition, Will (if one), and Closing Order for Margaret S. Hamontree. She died May 5, 1988. My deed states Will Book 30, Page 146. I do not have the probate file number. Thanks so much.	Public Records Request	6/5/2024
P000547-060524	6/5/2024	Susan Potter	Probate Records|	Public Records Request	Cynthia D Lane Birchfield PR-6381	Public Records Request	6/5/2024
P000548-060524	6/5/2024	Lori Morrow	Probate Records|	Public Records Request	I need a copy of the Estate of Bennie Marie Presley. Died in June 2022. I do not have a docket number. I also need a copy of Will Book 34, Page 631 for Sam Houston Sauls.	Public Records Request	6/6/2024
P000549-060624	6/6/2024	Ann Myers	Probate Records|	Public Records Request	Good morning! I need to get a copy of a probate file for Robert M. Lindsay, Jr. He died March 27, 2010 - deed states Will Book 84, Page 156. I also need a copy of Will Book 21, Page 453 - Elizabeth M. Lindsay. Thank you!	Public Records Request	6/6/2024
P000551-060624	6/6/2024	jamie singleton	Probate Records|	Public Records Request	- MAE WATERS WELLS, DIED 02-13-1987, WILL IN WB27/664 REQUESTING COPIES OF: -TennCare Release & Tax Clearance Letter (if applicable) -Notice to Creditors (if applicable) - Any Orders to sell real estate - The Will. If there is no Will, the Order of Administration/Letters Testamentary - If No Will or Order of Administration/Letters Testamentary, the Petition to Probate. IS THIS CASE CLOSED? YES / NO (PLEASE CONFIRM)	Public Records Request	6/7/2024
P000552-060624	6/6/2024	Rob Gratigny	Probate Records|	Public Records Request	I need a copy of the probate file on Donald Perry Smith, Jr. I am told his date of death is January 7, 2024 and the Docket # is PR-6308.	Public Records Request	6/10/2024
P000553-060624	6/6/2024	Sue Street	Probate Records|	Public Records Request	I am requesting information from the probate of the Estate of William T Ethridge. Mr Ethridge died 04/03/2013. I don't have a docket number, but I do have a will book and page: Will 93 pg 301. If the file is not too large, please forward the entire file, if you can. If it is too large and it is closed, I will just need the following: the petition to open probate, the will, proof of notice of publication (creditors), death certificate (if entered), TnCare, NonTax, and the Order closing the estate. If it is not closed and there are claims filed, I will also, in addition to the above entries, I need copies of the claims and, if entered, any releases. Thanks! Sue	Public Records Request	6/7/2024
P000554-060724	5/28/2024	Anonymous User Anonymous User	Other|	Public Records Request	Two Divorces, after 1995.	Referred to C & M due to being after 1995.	6/7/2024
P000555-060724	6/7/2024	Cindy Miller	Marriage Certificate|Divorce Record|Name Change|Other|	Public Records Request	SmartProcure is submitting a public records request to the Blount County Schools for any and all purchasing records from 1/1/2019 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any text based, searchable, electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase dates (month, day, year) 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address	Public Records Request	6/11/2024
P000556-061124	6/6/2024	Carol Ballew	Marriage Certificate|	Public Records Request	Certified copy of marriage	Mailed certificate 6/6/2024.	6/11/2024
P000557-061124	6/5/2024	William Claiborne	Historical/Genealogical|	Public Records Request	Genealogical search on Ebenezer Jones Sr.	No information found on Ebenezer Jones Sr. but did find information on Ebenezer Jones Jr. Info from 1795-1818 minute book pages 106,128, 137, 147, 185, 287, 312 and 497. Emailed 6/5/2024. Original request email was on 5/24/2024 which was forwarded to the Archives from the Blount County Circuit Court's office.	6/11/2024
P000558-061124	6/4/2024	Laura Waller	Historical/Genealogical|Other|	Public Records Request	Search for information to obtain birth certificate, name change search for Jerry Waller. Was born in Germany. Believes name change occurred after coming to the United States. Father's name Charles Waller, Mother's name was Monika Emmi Lausthke, (maiden name), later last name was Harris and then married Charles Waller on 8/1/1961 in Blount County.	No information found on name change for Jerry Waller.	6/11/2024
P000559-061124	6/5/2024	Ronald McCarrell	Marriage Certificate|	Public Records Request	Marriage certificate	Marriage not found in Blount County. State Index shows marriage occurred in Sevier County but they couldn't find it. Did physical search for certificate at Archives, not found.	6/11/2024
P000560-061124	6/4/2024	Jackie Sands	Other|	Public Records Request	File Request on Reynoldo Gonzalez/File # 83777-187-289//# 82965-186-183//# 85343-190-172.	Files not found at Archives.	6/11/2024
P000561-061124	6/3/2024	Barbara Burgess	Marriage Certificate|	Public Records Request	Marriage certificate.	Mailed certified copy of marriage 6/4/2024.	6/11/2024
P000562-061124	6/3/2024	Terry Donald	Divorce Record|	Public Records Request	Divorce -Final Decree	Mailed Final Decree of Divorce on 6/4/2024. Docket # E-12532.	6/11/2024
P000563-061124	6/3/2024	Ms. Ellen Coppinger	Marriage Certificate|	Public Records Request	Certified copy of marriage.	Picked up on site. Pd. in Full $6.00. Receipt # 340231.	6/11/2024
P000564-061124	5/27/2024	Miriam Fleming	Historical/Genealogical|Other|	Public Records Request	Estate/Probate records for Absalom Boring (Boren or Boran) also Guardianship records for children of Absalom specifically John Boring. Minutes dated March-October 1818 states that Martin Rorex was named guardian for Zeke, John, Fanny and Patsy. Mother had passed away sometime after Absalom's death. No name or information on her.	Probate records found for Absalom Boren or Boram. Emailed same and also minute book pages from 1795-1818 minutes, pages 426, 431, 437 and 557. Nothing found on the mother. Emailed 5/31/2024	6/11/2024
P000565-061124	6/3/2024	Mr. Colby	Name Change|	Public Records Request	Name change in 1997	Ref to C & M	6/11/2024
P000566-061124	5/30/2024	Maria Hanschen	Marriage Certificate|Historical/Genealogical|	Public Records Request	Marriage and any other Genealogical information.	Marriage certificate emailed on 5/31/2024. No cemetery records etc. found for the couple.	6/11/2024
P000567-061124	5/30/2024	Bobbi Ellen McGraw	Marriage Certificate|	Public Records Request	2 certified copies of marriage.	Mailed certificates on 5/31/2024.	6/11/2024
P000568-061124	5/30/2024	Margaret Garland	Divorce Record|	Public Records Request	Final Divorce Decree	Mailed Divorce Decree on 5/30/2024.	6/11/2024

P000569-061124	5/29/2024	Angie Pointer	Other|	Public Records Request	Building permit information for 2209 Chesterfield Drive, Maryville, TN		Ref customer to Developmental and Environmental Service Dept.	6/11/2024
P000570-061124	6/10/2024	Vicki Smith	Marriage Certificate|	Public Records Request	2 Certified copies of marriage.		Picked up paper copies on 6/10/2024. Pd. in Full $12.00. Receipt # 340232.	6/11/2024
P000571-061124	6/10/2024	Christy	Other|	Public Records Request	2023 Marriage. Needs soon.		Referred to County Clerk's office for recent marriage. 2023 marriages not at Archives.	6/11/2024
P000572-061124	6/10/2024	Anonymous User Anonymous User	Other|	Public Records Request	Police report.		Ref to BCSO.	6/11/2024
P000573-061124	6/10/2024	Anonymous User Anonymous User	Other|	Public Records Request	Birth Certificate.		Ref to BCHD.	6/11/2024
P000574-061324	6/13/2024	Billy Blanks	Historical/Genealogical|	Public Records Request	Test		Public Records Request	6/13/2024
P000575-061324	6/13/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to request the probate file on Martha Louise Coppinger - DOD: 4-12-2022 Thank you Helen		Public Records Request	6/14/2024
P000576-061324	6/13/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to request a copy of the probate file for Newell Duain Tipton - DOD: 11/23/2020 Thank you Helen		Public Records Request	6/14/2024
P000577-061324	6/13/2024	Nicholas Fast	Probate Records|	Public Records Request	I am looking for probate records for Eddie Eugene Rhodes, I believed died in Blount County on March 2, 2019, born August 1954. I am hoping to determine the number of children he had to help settle an estate matter.		Public Records Request	6/14/2024
P000578-061424	6/14/2024	Kathy Jedrasek	Delinquent Tax Records|	Public Records Request	Good Morning, I'm contacting you in regards to your delinquent tax sale on 6/6/24. When available, can I get the results (judgment amount, sold amount and if purchased by a third party bidder) of this sale and current excess funds list? Thank you, Kathy Jedrasek		Public Records Request	6/17/2024
P000579-061424	6/14/2024	Johnathan Sitzlar	Delinquent Tax Records|	Public Records Request	Good morning and it is hoped this finds you preparing for a GREAT weekend! I'm reaching out to kindly ask for your assistance in obtaining a copy of the entities (individuals and/or companies) that recently acquired the properties at the June 6, 2024 delinquent tax sale. Similarly, I am inquiring if any were unsuccessfully acquired and if so which properties. With Thanks, C. Johnathan Sitzlar		Public Records Request	6/14/2024
P000580-061424	6/14/2024	jamie singleton	Probate Records|	Public Records Request	- JUNIOR LEWIS DAVIS 5CH4-2023-PR-6043 REQUESTING COPIES OF: -TennCare Release & Tax Clearance Letter (if applicable) -Notice to Creditors (if applicable) - Any Orders to sell real estate -The Will. If there is no Will, the Order of Administration/Letters Testamentary - If No Will or Order of Administration/Letters Testamentary, the Petition to Probate. IS THIS CASE CLOSED? YES / NO (PLEASE CONFIRM)		Public Records Request	6/14/2024
P000581-061424	6/14/2024	jamie singleton	Divorce Record|	Public Records Request	- JUNIOR LEWIS DAVIS AND BRENDALEE A DAVIS A/K/A BRENDA LEANN STOWELL DAVIS, DIVORCED 04-30-2007 IN GENERAL SESSIONS REQUESTING COPIES OF: -COPY of Final Decree and Marital Dissolution Agreement (no parenting plan needed) IF CASE IS STILL OPEN: - Complaint & any Amended Complaints (no exhibits) If case is open, please advise: - What was the last doc filed in the case? (date & type) - When is the next court date set?		Public Records Request	6/14/2024
P000582-061424	6/14/2024	Karly Terlizzi	Marriage Certificate|	Public Records Request	Dominick Terlizzi and Karly Wolford were married on June 8, 2024. We have already submitted our marriage license with everything signed by our officiant, and now we are requesting a copy of our marriage certificate and original marriage license		Public Records Request	6/17/2024
P000583-061424	6/14/2024	Nicholas Fast	Probate Records|	Public Records Request	I am looking for probate records for Judy A. Kiser Salvaggio, who - according to her brother - had a probate filed in Blount County circa 2021. I am hoping to confirm the number of children she had, if any.		Public Records Request	6/14/2024
P000584-061424	6/14/2024	Rob Gratigny	Probate Records|	Public Records Request	Entire probate file, if any, on William F. Blair. His date of death was September 13, 1978.		Public Records Request	6/14/2024
P000585-061424	6/14/2024	Rob Gratigny	Probate Records|	Public Records Request	Entire probate file on Vada Pack. Date of death October 31, 2010. Do not have a docket number, but her Last Will and Testament is of record in Will Book 85, page 689.		Public Records Request	6/18/2024
P000586-061424	6/14/2024	Susan Potter	Probate Records|	Public Records Request	Raymond R. Hurst, Jr. estate file PR-6250		Public Records Request	6/17/2024
P000587-061424	6/14/2024	Susan Potter	Probate Records|	Public Records Request	Robert Theodore Williams estate file PR-6558		Public Records Request	6/17/2024
P000588-061424	6/14/2024	Susan Potter	Probate Records|	Public Records Request	Elmer Arthur Jones estate file 11-31-233		Public Records Request	6/17/2024
P000589-061724	6/17/2024	Rachel King	Marriage Certificate|	Public Records Request	Marriage Certificate for Matthew King and Rachel Craig on 06/21/2013	Closing. Still waiting on pickup.	Advised customer of location and times that certificate may be picked up on site. Advised of cost $6.00, cash or check. 6/17/2024 Customer picked up certificate on site on 6/26/2024. Pd. in Full, $6.00. Receipt # 340237	6/24/2024
P000590-061724	6/17/2024	Helen Diggs	Probate Records|	Public Records Request	File PR-6301 - Bob Kidd, aka Robert H. Kidd I need to know if any claims have been filed in regards to the above estate. Thanks, Helen		Public Records Request	6/17/2024
P000591-061724	6/17/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to request the probate file for Katie L. Schubert - DOD: 4-16-24 - No. PR-6500 Thank you Helen		Public Records Request	6/17/2024
P000592-061724	6/17/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to request the probate file for Katie L. Schubert - DOD: 4-16-24 - No. PR-6500 Thank you Helen		Public Records Request	6/17/2024
P000594-061724	6/17/2024	Brenna Taylor	Probate Records|	Public Records Request	Estate of Bessie Revels, DOD 6/15/2006 Copies needed if available: Petition to probate Order to probate Will Letters of Testamentary/Administration TNCare release/statement Proof of publication/Notice to Creditors Open Claims Any order specific to real estate Order to close		Public Records Request	6/19/2024

P000595-061724	6/17/2024	Ann Myers	Probate Records|	Public Records Request	Would you please send me the probate file for Charles R. Headrick. He died June 12, 2020. My deed states Will Book 107, Page 595. Thanks so much.		Public Records Request	6/19/2024
P000596-061824	6/18/2024	Sue Street	Probate Records|	Public Records Request	I'm looking for the probate for the Estate of Monnie Galyon who died 11/26/04. Her probate is docket 05-25-2. I do not know if she died testate or intestate. If the file is not too big, would you mind sending it to me in its entirety? If it is too large, please send the following entries: If the probate is closed: petition to open the estate, the will (if testate), the death certificate, Notice of Publication, Non-Tax certificate, Order closing the estate. TnCare release if required. If the probate remains open, in addition to the above entries (with the exception of the Order to Close), I will need copies of claims and any releases filed. In addition, I am also looking for a probate for Wenston Eugene "Winnie" Galyon who died 04/01/2015. I have no other information. If you have a probate for him, I will need copies of the same entries as with his wife, Monnie, who died in 2004. Thank you! Sue		Public Records Request	6/19/2024
P000597-061824	6/18/2024	Jeremy Lane	Probate Records|	Public Records Request	Can I please request a copy of the probate file for James Leroy Black date of death 11/22/23? Thank you. Jeremy Lane Independence Title		Public Records Request	6/18/2024
P000598-061824	6/18/2024	Holly Goforth	Probate Records|	Public Records Request	Please send the probate file for Anthony E. Mazza. DOD: 8-21-23. Docket #PR-6119. Thank you, Holly		Public Records Request	6/18/2024
P000599-061824	6/18/2024	DARLENE PERCELL	Probate Records|	Public Records Request	Please furnish the Will Book and Page # for the will of Doris Blair. Her date of death was June 3, 2017. Thank You!!		Public Records Request	6/19/2024
P000600-061824	6/18/2024	DARLENE PERCELL	Probate Records|	Public Records Request	Do you have an estate probated for Kenneth Blair? Date of death was 8-31-21. I will need a copy of his Will if he had one along with the Will Book & Page #. Thank You!!		Public Records Request	6/19/2024
P000601-061824	6/18/2024	Vicki Odum	Marriage Certificate|	Public Records Request	Need copy of marriage license at request of SC driver's license office to prove Terry was maiden name.		Public Records Request	6/18/2024
P000602-061824	6/18/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to see if there was a probate file ever opened on Mary Alice Witt Turney - DOD: 6/15/2018 I am sorry that I don't have a probate file number. If there was a file I would like to request a copy of it. Thanks, Helen		Public Records Request	6/18/2024
P000603-061824	6/18/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to see if there was a probate file ever opened on Mary Alice Witt Turney - DOD: 6/15/2018 I am sorry that I don't have a probate file number. If there was a file I would like to request a copy of it. Thanks, Helen		Public Records Request	6/18/2024
P000604-061824	6/18/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to see if there was a probate file ever opened on Mary Alice Witt Turney - DOD: 6/15/2018 I am sorry that I don't have a probate file number. If there was a file I would like to request a copy of it. Thanks, Helen		Public Records Request	6/18/2024
P000605-061824	6/18/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to see if there was a probate file ever opened on Mary Alice Witt Turney - DOD: 6/15/2018 I am sorry that I don't have a probate file number. If there was a file I would like to request a copy of it. Thanks, Helen	Duplicate requests.	Public Records Request	6/18/2024
P000606-061824	6/18/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to see if there was a probate file ever opened on Mary Alice Witt Turney - DOD: 6/15/2018 I am sorry that I don't have a probate file number. If there was a file I would like to request a copy of it. Thanks, Helen	Duplicate requests.	Public Records Request	6/18/2024
P000607-061824	6/18/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to check to see if there was a probate file opened on Mary Alice Witt Turney - DOD: June 5, 2018. If so, could you please send me a copy of the file. Thank you Helen	Duplicate requests.	Public Records Request	6/18/2024
P000608-061824	6/18/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to check to see if there was a probate file opened on Mary Alice Witt Turney - DOD: June 5, 2018. If so, could you please send me a copy of the file. Thank you Helen	Duplicate requests.	Public Records Request	6/18/2024
P000609-061824	6/18/2024	Sue Street	Probate Records|	Public Records Request	I've uncovered additional information with regard to my prior request # P 000596-061824 which may be of help to you in processing that request. To begin Monnie Galyon and Wenston Galyon were siblings, not spouses. I have found a probate docket for Wenston: P-01475. And I need to add another probate request related to the previous two. The decedent is Tommy Walter Galyon a/k/a Tommie Houston Galyon. Date of death is 02/01/2013 and docket number is P-00340 with his will recorded at Will 92 pg 165.		Public Records Request	6/19/2024
P000610-061824	6/18/2024	Janet Green	Probate Records|Other|	Public Records Request	Any and all malpractice lawsuits filed against Dr. Ronald W. Spencer, DDS, in Maryville, TN, within the past 10 years.		Referred to CC & GS courts	6/24/2024
P000611-061924	6/19/2024	Sue Street	Probate Records|	Public Records Request	This request concerns the probate for the Estate of Sylvia P Shields, docket # 10-30-191, Will Bk 83 pg 236. Please send me a copy of the will, the petition to open probate, publication of notice to creditors, death certificate (if available), Non-tax, TnCare release, and, if the probate is closed, a copy of the order closing the estate. In addition, please send me a copy of Order entered 02/05/2010. This is most likely an order approving the sale or conveyance of real property to Maryville Christian School, Inc. Thank you! Sue		Public Records Request	6/19/2024
P000612-061924	6/19/2024	Sue Street	Probate Records|	Public Records Request	This request concerns the Estate of Bonnie B Crye who died testate on 12/28/17. Her will is of record in Will Bk 98 pg 490. I do not have a docket number for her probate. If your file is not too large, please send me the entire file. If it is too large, please just send a copy of the Petition to Open Probate, her will at Will Bk 98 pg 490, Publication of Notice to Creditors, TnCare, death certificate (if it is available) and the Order to Close. If the probate has not been closed, please send copies of any claims and any releases that have been entered. Thank you! Sue		Public Records Request	6/19/2024
P000613-061924	6/19/2024	Holly Goforth	Probate Records|	Public Records Request	Will you please send the probate file for Marilyn Jane Minton Hill (AKA Jane M. Hill). DOD was May 30-2014; Docket # P-01013. Thank you, Holly		Public Records Request	6/20/2024

P000614-062024	6/20/2024	Krish V	Probate Records|	Public Records Request	would like to request all probate cases filed (docket numbers) for the month of 05/24/2024 to 06/20/2024. you can redact all private information or sealed information, i am just requesting the probate docket numbers for research. It could be in any form whether PDF or EXCEL document.		Public Records Request	6/20/2024
P000615-062024	6/20/2024	PHUONG NGUYEN	Other|	Public Records Request	Was the Marritt Park Trail Renovation" RFB2450460 bid on 05/16/2024 awarded?. If so can you let me know the awarded contractor and their amount? Do you have the construction start and completion dates available? Contract Number:2023-0205		Public Records Request	6/20/2024
P000616-062024	6/20/2024	Guy Handscombe	Marriage Certificate|	Public Records Request	Hi Would it be possible to get a copy of both my Marriage certificate and the application for a wedding license from my first marriage to Sophie Handscombe. I am trying to update my personal records and I dont currently have a copy of these. Could I please get a copy of both my marriage certificate and the application I filled out for a marriage license? Thank you Guy Handscombe		Mailing Certified copy of marriage and copy of page 169 from Marriage Ledger. 6/24/2024	6/24/2024
P000617-062024	6/20/2024	Cristie Jenkins	Probate Records|	Public Records Request	I never received the Orders closing these probate matters: Lawrence J. Braun PR-5849 Robert G. Mann Jr. PR-4655 Suzan G. Cooper PR-4596 Can you please forward those to me? Thanks!		Public Records Request	6/20/2024
P000618-062024	6/20/2024	Susan Potter	Probate Records|	Public Records Request	John Brent Evans estate file P-01097		Public Records Request	6/20/2024
P000619-062024	6/20/2024	Cecilia Wilcox	Probate Records|	Public Records Request	May we please obtain probate copies on the following- Junior Lewis Davis-- PR-6043 If a closed file is located, please provide the following, as might be available: Petition to Probate Will TennCare Release Inheritance Tax Release Order to sell (if applicable) Order to Close Estate If an open file is located, please provide the following, as might be available: Rule Docket or Docket Listing Petition to Probate WILL Proof of Death Letters of Testamentary (if permitted) TennCare Release Inheritance Tax Release Notice to Creditors and/or proof of publication Any Claims if not released Order to sell (if applicable) Order to Close Estate	Duplicate request.	Public Records Request	6/20/2024
P000620-062024	6/20/2024	Cecilia Wilcox	Probate Records|	Public Records Request	May we please obtain probate copies on the following- Junior Lewis Davis-- PR-6043 If a closed file is located, please provide the following, as might be available: Petition to Probate Will TennCare Release Inheritance Tax Release Order to sell (if applicable) Order to Close Estate If an open file is located, please provide the following, as might be available: Rule Docket or Docket Listing Petition to Probate WILL Proof of Death Letters of Testamentary (if permitted) TennCare Release Inheritance Tax Release Notice to Creditors and/or proof of publication Any Claims if not released Order to sell (if applicable) Order to Close Estate		Public Records Request	6/20/2024
P000621-062024	6/20/2024	Cecilia Wilcox	Probate Records|	Public Records Request	May we please obtain probate copies on the following- Melba B Bruce-- 03/17/2017 -- P-02355 If a closed file is located, please provide the following, as might be available: Petition to Probate Will TennCare Release Inheritance Tax Release Order to sell (if applicable) Order to Close Estate If an open file is located, please provide the following, as might be available: Rule Docket or Docket Listing Petition to Probate WILL Proof of Death Letters of Testamentary (if permitted) TennCare Release Inheritance Tax Release Notice to Creditors and/or proof of publication Any Claims if not released Order to sell (if applicable) Order to Close Estate		Public Records Request	6/20/2024
P000622-062024	6/20/2024	Leslie Rowland	Probate Records|	Public Records Request	Our office is needing copies of wills from the following probate files on behalf of one of our clients. If a probate file for one of the following does not exist, please advise: 1.Andrew Haddox - died 1907 - will book 2, page 184 2.William Oliver Haddox - died 11/30/1907 - will book 5, page 117 3.James N. Haddox - died 11/04/1954 - will book 5, page 468 4.Troy May Haddox - died 08/20/1965 - will book 8, page 57 5.Charles William Haddox (Sr.) - died 09/1983 - will book 22, page 617 6.C.W. Haddox, Jr. - died 11/05/1985 - will book 26, page 361 7. Lucy A. Haddox - died 1915 8. Nella Hart Haddox - died 1965 Please let me know if you may need any additional information to complete this request. I appreciate your help. Thanks, Leslie Rowland		Public Records Request	6/20/2024
P000624-062024	6/20/2024	DARLENE PERCELL	Probate Records|	Public Records Request	Do you have an estate probated on Elsie Harrington? Date of death was 10-19-98. I will need a copy of her will if there was one. Thank You!!		Public Records Request	6/20/2024
P000625-062024	6/20/2024	David Sikes	Other|	Public Records Request	WVLT TV Knoxville is requesting the total number of Advanced Life Support or ALS ambulances staffed by day for the following four days for Blount County by American Medical Response or AMR: Saturday, May 4, 2024 Monday, May 6, 2024 Wednesday, May 15, 2024 Friday, May 24, 2024		Public Records Request	6/20/2024
P000626-062024	6/20/2024	Sue Street	Probate Records|	Public Records Request	Good afternoon! This is a request for the probate documents for the Estate of Ruby Hitch who died 04/04/2009. All I have is a will reference of Will Book 81 pg 506. Jack Edward Hitch and/or John Robert Hitch may have served as Per Rep.		Public Records Request	6/21/2024
P000627-062024	6/20/2024	Jama Vance	Other|	Public Records Request	property liens for Jama Dawn Perry-Vance		Public Records Request	6/20/2024
P000628-062024	6/20/2024	Tammy Holloway	Other|	Public Records Request	I am needing a septic permit record for the following property (115 Palomino Dr. Friendsville, TN 37737) , if possible, the whole Ridgeview MHP. I have had quite a few of tanks needing to be located and I was hoping there is a record from when they were originally installed. Thank you so much for your help!	Duplicate request.	Public Records Request	6/20/2024
P000630-062024	6/20/2024	Lori Adkins	Probate Records|	Public Records Request	Joyce Ann Patty died 4-12-2004. Need copy of Will , Tenncare certificate and notice of creditors. Is case closed? (See will book 67/549)		Public Records Request	6/21/2024

P000631-062024	6/20/2024	Ann Myers	Probate Records|	Public Records Request	Good afternoon! I need the probate file for R. H. Hitch - My deed states it was admitted to probate June 24, 1980 - Will Book 19, Page 137. If you want to, I just need the Petition, Will and Closing Order. Thanks!		Public Records Request	6/20/2024
P000633-062024	6/20/2024	William Asplint	Probate Records|	Public Records Request	I need a copy of the Will for Geraldine Garner PR-4618 6/16/2021, Thank you		Public Records Request	6/21/2024
P000634-062024	6/20/2024	SARAH STAFFORD	Divorce Record|Name Change|	Public Records Request	NEED THE MDA AND FINAL DECREE FOR JASON LEDBETTER AND DARIEN ELIZABETH LEDBETTER IN CONJUCTION WITH A REAL ESTATE CLOSING. BELIEVE IT WAS AROUND 2022	Duplicate request	Public Records Request	6/20/2024
P000635-062024	6/20/2024	SARAH STAFFORD	Divorce Record|Name Change|	Public Records Request	NEED THE MDA AND FINAL DECREE FOR JASON LEDBETTER AND DARIEN ELIZABETH LEDBETTER IN CONJUCTION WITH A REAL ESTATE CLOSING. BELIEVE IT WAS AROUND 2022	Duplicate request	Public Records Request	6/20/2024
P000636-062024	6/20/2024	SARAH STAFFORD	Divorce Record|Name Change|	Public Records Request	NEED THE MDA AND FINAL DECREE FOR JASON LEDBETTER AND DARIEN ELIZABETH LEDBETTER IN CONJUCTION WITH A REAL ESTATE CLOSING. BELIEVE IT WAS AROUND 2022		Public Records Request	6/21/2024
P000637-062024	6/20/2024	Jama Vance	Other|	Public Records Request	I am wanting to find out if there are any Judgment liens & the amount owed on the following properties of Jama Dawn Perry-Vance for the years of 2000-2024. 1047 Level Drive, Maryville 37801 1137 Level Drive, Maryville 37801 1133 Level Drive, Maryville 37801 1141Level Drive, Maryville 37801		Public Records Request	6/28/2024
P000638-062024	6/20/2024	Helen Diggs	Probate Records|	Public Records Request	I would like to request the probate file on Alice Jean Masters Nicholls - DOD: 6/15/2020; Probate File No. PR-4004. Thank you Helen		Public Records Request	6/21/2024
P000639-062124	6/21/2024	Sue Street	Probate Records|	Public Records Request	Good morning! My request concerns the Probate Estate of Alice W Davis who died 09/01/2000. The only information I have is the Will Bk and Page, that being Will Bk 57 pg 653. I don't know the size of this file, but if it is manageable, please send it over to me. If it's too large, please just send a copy of her will and I will come to review the rest of her file in person. Thanks in advance! Sue		Public Records Request	6/21/2024
P000640-062124	6/21/2024	Leslie Rowland	Probate Records|	Public Records Request	Troy May Haddox (dod 8/20/1965) - Will Book 8, Page 57. We need a copy of her will and need to know if it was probated. If it was probated, we would like any other documents in that file to determine if there are any children. Please confirm there is not a will for a Lucy Haddox (dod 1915) or a Nella Haddox or Nellie Haddox (1965) Thank you!		Public Records Request	6/21/2024
P000641-062124	6/21/2024	David Sikes	Other|	Public Records Request	WVLT Knoxville requests the current contract between Blount County, AMR, or American Medical Response.		Public Records Request	6/21/2024
P000642-062124	6/21/2024	Catherine Heishman	Probate Records|	Public Records Request	May I please get the file on Albert "Bert" Gillette Rogers Jr dod 1/23/2024? I do not know the probate #. So sorry. If the file is too large to send please send the order to open probate, the will, NTC, Tn Care release, any open claims and order to close if there is one. Thanks so much and have a great weekend!!		Public Records Request	6/21/2024
P000643-062124	6/21/2024	Marsha Mayfield	Divorce Record|	Public Records Request	Not positive on date. My apologies.		Mailed certified copy of divorce to customer's address. 6/24/2024	6/24/2024
P000644-062224	6/22/2024	Jessjca Jones	Other|	Public Records Request	Looking for all arrest records pertaining to jessixa Raye Jones DOB 02/19/1991 social ending in 8735 . There is like 5 Or.more Jessica Jones and there's another Jessica Raye Jones from Lord ave. Ricky Jones is the father. He's deceased . Should also be a rape file from 1995 and Brian Keith swafford waa the defendant. Is there a way to retrieve that as well? Any and all records from 1995-2013		Referred customer to CC & GS Courts.	6/24/2024
P000645-062324	6/23/2024	Renee Butler	Marriage Certificate|Divorce Record|	Public Records Request	Married in December of 1998 and divorced in December of 2004. I would like a copy of both marriage and divorce papers for real id drivers license.		Emailed marriage, also mailing certified copy to the customer's address. Ref to C & M for final divorce decree, Docket # E-20357 date of final decree 12/17/2004.	6/24/2024
P000646-062424	6/24/2024	Helen Diggs	Probate Records|	Public Records Request	Mable Weeks - DOD: 12/1/2023 - PR6311 I would like to see if any claims have been filed in regards to this estate. If so, could you please send me a copy of them. Thanks, Helen		Public Records Request	6/24/2024
P000647-062424	6/24/2024	Karen Miceli	Probate Records|	Public Records Request	Need copy of Will (only) for Irma R Miser referenced in Deed as Will Book 21-710. Can you tell me Docket # and if Estate was closed and date of closure. Thanks, Karen 865-387-6201		Public Records Request	6/24/2024
P000648-062424	6/24/2024	Catherine Heishman	Probate Records|	Public Records Request	Could I please have the probate file on Ernest Reagan dod 6/30/23? I do not have the docket #. So sorry. If the file is too large please send the order to open probate, the will, the NTC, the TN Care release any open claims and the order to close (if there is one). Thanks so much and have a great week!!		Public Records Request	6/24/2024
P000649-062424	6/24/2024	Ann Myers	Probate Records|	Public Records Request	Good afternoon! I need the probate file for Marion E. Monger. She died April 24, 2018. My deed states it is Will Book 99, Page 4 and Docket No. P-02998. Thank you!!		Public Records Request	6/24/2024
P000650-062424	6/24/2024	Mariah Franklin	Other|	Public Records Request	FY23-24 payroll records for all Blount County government employees, including names, positions and salaries or wage rates.		Public Records Request	6/26/2024
P000651-062524	6/12/2024	Linda Mills	Historical/Genealogical|	Public Records Request	Land Records, Jeffries Hollow Area, Seymour or Walland areas, Circa 1880's or any probate/wills etc. on Jeffries Family. John, Efron, William, Joseph, William M., John E. Jr., Margaret E. and Caroline Jeffries.		On site inspection of will/probate files on Jeffries Family. Copies of will/probate files 50 pages. Cost $25.00. Paid in Full. Pked up on 6/12/2024. Receipt # 340233 Ms. Linda or Kathy Scott.	6/25/2024
P000652-062524	6/13/2024	County Clerks office	Marriage Certificate|	Public Records Request	Marriage Certificate		Marriage not found in Blount County.	6/25/2024
P000653-062524	6/25/2024	Nicholas Fast	Divorce Record|	Public Records Request	I am looking to obtain a complete copy of the divorce record for these two individuals. Their divorce is listed as granted in the Knoxville News-Sentinel on November 4, 1994, so it is likely that the divorce was completed by that date. I am looking for any evidence of children born of that marriage.		Entire divorce file Docket # S-2799, Sylvia Louise (Ray) Rhodes Vs Charles Ray Rhodes, emailed to customer on 6/26/2024.	6/26/2024
P000654-062524	6/13/2024	Kelly Wheeler	Other|	Public Records Request	Case File Box for Craig Sellers (BCSO) Case # 03-644. Whole contents of file.		Emailed whole case file on 6/13/2024// PDF files 2293 thru 2302.	6/25/2024
P000655-062524	6/17/2024	Anonymous User Anonymous User	Other|	Public Records Request	Recent marriage May 2024.		Ref customer to Website/Co. Clerk's Office for more recent marriages.	6/25/2024

P000656-062524	6/17/2024	Phuong Nguyen	Other|	Public Records Request	HHS & WBHS bid on 6/2/2024. Artificial Turf Football Fields for HHS & WBHS. Awarded contractor and amount. Start & completion dates.	Ref to County website.	6/25/2024
P000657-062524	6/17/2024	Jackie Sands	Historical/Genealogical|Other|	Public Records Request	Criminal Minutes for John Harold Fuller. 1964-1966 and State Execution Docket entry for August Term 1964.	Emailed information on 6/17/2024. PDF 2303. Case # 3969, Case #4021 and 4212.Bk 13, Criminal Minute Book and Bk 41 State Execution Docket Book.	6/25/2024
P000658-062524	6/25/2024	Dylem Vaughn	Other|	Public Records Request	Hello, I am requesting the annual amount spent on lobbyists for Blount County, including both contract and staff lobbyists, if applicable. If available, I am requesting a description of what level of government the lobbyist is lobbying. I am also requesting, if available, the annual amount spent on membership dues to the Tennessee Municipal League and any other donations or sponsorships the Blount County has been involved in with the TML, if applicable. The timeframe I am requesting is January 1, 2022, through July 1, 2024. Thank you. Key words: Lobbying, Lobbyists, Tennessee Municipal League, TML Please see my attached driver's license for proof of residency.	Public Records Request	7/5/2024
P000659-062524	6/25/2024	Susan Potter	Probate Records|	Public Records Request	Dorothy M Garner estate file, PR-6371	Public Records Request	6/25/2024
P000660-062524	6/24/2024	Lisa Henry Shields	Marriage Certificate|	Public Records Request	Marriage Certificate. A certified copy.	On site pk up on 6/24/2024. $6.00 Due. Paid in Full. Receipt # 340236.	6/25/2024
P000661-062524	6/25/2024	Susan Potter	Probate Records|	Public Records Request	Estate file of Grace McConnell	Public Records Request	6/26/2024
P000662-062524	6/25/2024	Karen Miceli	Probate Records|	Public Records Request	Will for Mabel Broady Coderman Wiull Book 15, Page 72-complete document Thx!	Public Records Request	6/26/2024
P000663-062524	6/25/2024	Cheryl Vesser	Probate Records|	Public Records Request	Please email the entire file of the Estate of William Edward White, Docket No. PR-6529 to cvesser@ayreslaw.com. PLEASE make sure ayreslaw is spelled correctly as most people misspell ayres. Thank you	Public Records Request	6/26/2024
P000664-062524	6/25/2024	Jeremy Lane	Probate Records|	Public Records Request	Can I please request the Probate file for the Estate of Michael Allen Cooper date of death 6/25/23 PR-5988. Thank you. Jeremy Lane Independence Title	Public Records Request	6/26/2024
P000665-062624	6/26/2024	Nicholas Fast	Marriage Certificate|	Public Records Request	I am looking to obtain a copy of the marriage application and certificate for Charles Ray Rhodes and Sylvia Louise Ray who, according to their divorce record, we married in Blount County in March 1984. I am hoping to determine the identity of their parents to ensure I have the correct individuals to settle an estate matter. Thank you in advance!	Emailed Marriage Certificate and Marriage Ledger page 100 from book 76. 6/26/2024	6/26/2024
P000666-062624	6/26/2024	Kevin Buckley	Marriage Certificate|	Public Records Request	Please mail/email a copy of the wedding license. Thank you!	Ref customer to website/Co. Clerk for recent marriages.	6/26/2024
P000667-062624	6/26/2024	Kevin Buckley	Marriage Certificate|	Public Records Request	Please mail a paper copy of the wedding license. Thank you.	Duplicate request.	6/26/2024
P000668-062624	6/26/2024	Ann Myers	Probate Records|	Public Records Request	Good afternoon! Would you please send me the probate file for Vena Mae Stickley? She died November 5, 2010. Her probate file is 10-31-155. Thanks very much!	Public Records Request	6/26/2024
P000669-062624	6/26/2024	Kayla Woods	Probate Records|	Public Records Request	Probate file for Betty Z. Koella- I think her full name is Betty Irene Zoller Koella. She passed away on or about 5/21/2008. Thanks!	Public Records Request	6/26/2024
P000670-062624	6/26/2024	KELLY STONE	Delinquent Tax Records|	Public Records Request	I need July's amount for the delinquent taxes for the following CL #s please: 080-076.00-000 080-076.00-001 080-076.00-T-1 080-076.00-T-2 080-076.00-T-3 080-076.00-T-4 080-076.00-T-5 080-076.00-T-6 080-076.00-T-7 080-076.00-T-8 080-076.00-T-9 080-076.00-T-10 080-076.00-T-11 080-076.00-T-12 080-076.00-T-13 080-076.00-T-15 080-076.00-T-16 080-076.00-T-17 080-076.00-T-18 080-076.00-T-20 080-076.00-T-21 080-076.00-T-22 080-076.00-T-23 080-076.00-T-24 080-076.00-T-25 080-076.00-T-26 080-076.00-T-27	Public Records Request	6/27/2024
P000671-062624	6/26/2024	Deborah Tuttle	Probate Records|	Public Records Request	Charles Henry Edwards Docket Number 90-7-402. Closing agent is telling us this is supposed to close this Friday, June 28, and was needing these for review before the closing, Thank you so much!	Public Records Request	6/27/2024
P000672-062624	6/26/2024	JAMIE SINGLETON	Probate Records|	Public Records Request	estate for Charles Henry Edwards is probated in Blount County as Docket number 90-7-402 COPIES REQUESTED FROM THIS FILE: -TennCare Release & Tax Clearance Letter (if applicable) -Notice to Creditors (if applicable) - Any Orders to sell real estate -The Will. If there is no Will, the Order of Administration/Letters Testamentary - If No Will or Order of Administration/Letters Testamentary, the Petition to Probate.	Public Records Request	6/27/2024
P000673-062724	6/27/2024	Jennifer Lynch	Delinquent Tax Records|	Public Records Request	I need documentation, an order of redemption that took place on a property located at 3629 Concord Rd, Rockford TN Docket number for tax sale was 2020-027, Tax Sale number 28, Item 82 The order of sale was recorded at registers office, however the redemption is not.	Public Records Request	6/27/2024
P000674-062724	6/27/2024	Cheryl Blankenship	Divorce Record|	Public Records Request	Please provide a copy of the final divorce decree and MDA. Thank you!	Public Records Request	6/27/2024
P000675-062724	6/27/2024	Catherine Heishman	Probate Records|	Public Records Request	Could I please get the probate file on Virgil Brian Blevins #PR-6079 dod 6/29/23? I believe it is an intestate file. If the file is too large can I please get the order to probate, Oath of pers rep, NTC, Tn care release, any open claims and the order to close (if there is one). and the will if there is one. Thanks so much and have a great day.	Public Records Request	6/27/2024
P000676-062724	6/27/2024	Catherine Heishman	Probate Records|	Public Records Request	Could I please get the probate file on Ada June Blevins #10-31-62 dod 1/2/10? If the file is too large can I please get the will, NTC, order to open probate, the TN Care release, any open claims and the order to close. Thanks so much and have a great day.	Public Records Request	6/27/2024
P000677-062724	6/27/2024	Susan Potter	Probate Records|	Public Records Request	Teresa Evans PR-02855	Public Records Request	6/27/2024
P000678-062724	6/27/2024	Kaycie Self	Marriage Certificate|	Public Records Request	Copy of marriage certificate 05/25/2024	Ref to Website/Co. Clerk's Office.	6/27/2024

P000679-062724	6/27/2024	SAMANTHA MORTON	Probate Records|	Public Records Request	NEED PROBATE FILE FOR P-02855 AND P-01097 EMAILED AS SOON AS POSSIBLE DEATH CERTIFICATES ARE SCANNED IN BELOW		Public Records Request	6/28/2024
P000680-062824	6/28/2024	Anna Moles	Marriage Certificate|	Public Records Request	Marriage certificate for Ronald Moles and Connie Solomon		Ref to Website/Co. Clerk's office.	6/28/2024
P000681-062824	6/26/2024	Michael	Marriage Certificate|	Public Records Request	Marriage verification.		Verified marriage.	6/28/2024
P000682-062824	6/26/2024	Betty Brock	Marriage Certificate|	Public Records Request	Certified copy of marriage.		Pked up certified copy of marriage on 6-27-2024. Pd. in Full $5.00. Receipt # 340238.	6/28/2024
P000683-062824	6/28/2024	Misty Edwards	Other|	Public Records Request	I am requesting the payoff amount for the property listed as 813 Burchfield St Maryville, TN 37804 please.		Ref customer to their mortgage company.	7/1/2024
P000684-062824	6/28/2024	Rob Gratigny	Probate Records|	Public Records Request	I need the entire probate file on Lowell Hamby, I am advised that his date of death was December 5, 2016 and the Docket Number is P-02283.		Public Records Request	6/28/2024
P000685-062824	6/28/2024	SAMANTHA MORTON	Delinquent Tax Records|	Public Records Request	ANY DELINQUENT TAX RECORDS FOR TAX ID#037B-F-006 OWNER JOHN B. EVANS/ DEANNA LYNN HEATH		Public Records Request	6/28/2024
P000686-062824	6/28/2024	Holly Trivette	Marriage Certificate|	Public Records Request	Trying to see if you all have a copy of our marriage certificate. We were married in Gaitlinburg but they do not have a record of it. They said to check with you all. I do not know what county it was filed in as this was done for us by the officiant at the time there in Gatlingburg. This is urgent as I need it to get my drivers license. Thanks		Public Records Request	6/28/2024
P000687-062824	6/28/2024	Mariah Franklin	Other|	Public Records Request	The annual pay and positions of all employees under the Blount County government's payroll.	Jaclyn is working on this, she has been in touch with Mariah.	Public Records Request	7/5/2024
P000688-062824	6/28/2024	Cecilia Wilcox	Probate Records|	Public Records Request	Good afternoon, May we please obtain probate copies on the following- Alex L Sisk-- 10/27/1979--wb. 17 pg. 239 If a closed file is located, please provide the following, as might be available: Petition to Probate Will TennCare Release Inheritance Tax Release Order to sell (if applicable) Order to Close Estate If an open file is located, please provide the following, as might be available: Rule Docket or Docket Listing Petition to Probate WILL Proof of Death Letters of Testamentary (if permitted) TennCare Release Inheritance Tax Release Notice to Creditors and/or proof of publication Any Claims if not released Order to sell (if applicable) Order to Close Estate		Public Records Request	6/28/2024
P000689-062824	6/28/2024	Andrea Morgan	Marriage Certificate|	Public Records Request	Would like a certified copy of our marriage certificate. Electronic copies are preferred if available, if not please mail to 2224 Boyer Dr, Carmichael, CA 95608		Ref to website/County Clerk's office for recent marriage.	7/1/2024
P000690-063024	6/30/2024	Jeremy Lane	Probate Records|	Public Records Request	Can I please request a copy of the probate file for William Mickey Walker date of death 7/27/15? Thank you. Jeremy Lane Independence Title		Public Records Request	7/2/2024
Total	**422**							

April - June 2024

Date Requested	Requested By	Request Type	Date Completed
4/1/2024	Garce J. Dixon	GS-State	4/3/2024
4/1/2024	Garce J. Dixon	GS-State	4/3/2024
4/1/2024	Kilgona Lanae Brown	GS-State	4/3/2024
4/1/2024	Kilgona Lanae Brown	GS-State	4/3/2024
4/1/2024	Kilgona Lanae Brown	GS-State	4/3/2024
4/2/2024	Shane Caywood	GS-State	4/3/2024
4/2/2024	Melissa Cameron	GS-Traffic	4/3/2024
4/2/2024	Melissa Cameron	GS-State	4/3/2024
4/3/2024	Ian Richards	GS-State	4/3/2024
4/4/2024	Malika Tate	GS-State	4/10/2024
4/9/2024	Fred E. Davis Jr.	GS-Traffic	4/10/2024
4/9/2024	Fred E. Davis Jr.	GS-Traffic	4/10/2024
4/9/2024	Jason William Burnette	Circuit Court	4/10/2024
4/9/2024	Jason William Burnette	Circuit Court	4/10/2024
4/9/2024	David M. Rutherford	Circuit Court	4/10/2024
4/9/2024	Brandon Lee Boring	Circuit Court	4/10/2024
4/9/2024	Brandon Lee Boring	Circuit Court	4/10/2024
4/9/2024	Brandon Lee Boring	Circuit Court	4/10/2024
4/9/2024	Brandon Lee Boring	Circuit Court	4/10/2024
4/9/2024	Anna Ruth Smith	GS-State	4/10/2024
4/11/2024	APD vs Wesley Glenn Teaster	Civil Circuit	4/17/2024
4/11/2024	Robin L. Abbott	GS-State	4/17/2024
4/15/2024	David William Webb	GS-State	4/17/2024
4/15/2024	David William Webb	GS-State	4/17/2024
4/15/2024	David William Webb	GS-Traffic	4/17/2024
4/15/2024	David William Webb	GS-Traffic	4/17/2024
4/15/2024	David William Webb	GS-Traffic	4/17/2024
4/15/2024	Daniel Maynard Wilson II	Circuit Court	4/17/2024
4/15/2024	Daniel Maynard Wilson II	Circuit Court	4/17/2024
4/16/2024	Charles Wayne Sands	GS-State	4/17/2024
4/16/2024	Dennis James Curtis	GS-State	4/17/2024
4/16/2024	Dennis James Curtis	GS-State	4/17/2024
4/16/2024	Saul Mendieta	GS-State	4/17/2024
4/16/2024	Saul Mendieta	GS-State	4/17/2024
4/17/2024	Johnathan David Beck	GS-State	4/17/2024
4/17/2024	Johnathan David Beck	GS-State	4/17/2024
4/17/2024	Johnathan David Beck	GS-State	4/17/2024
4/17/2024	Johnathan David Beck	GS-State	4/17/2024
4/17/2024	Johnathan David Beck	GS-State	4/17/2024
4/17/2024	Johnathan David Beck	GS-Traffic	4/17/2024
4/17/2024	Johnathan David Beck	GS-Traffic	4/17/2024
4/18/2024	Lester Phinney	GS-State	4/24/2024
4/18/2024	Lester Phinney	GS-State	4/24/2024
4/22/2024	Gerald Edward Grey	Circuit Court	4/24/2024
4/23/2024	Steven Lee Hensley	GS-State	4/24/2024
5/1/2024	R. L. Hill	Circuit Court	5/9/2024

5/1/2024	R. L. Hill & Gordon Simerly	Circuit Court	5/9/2024
5/2/2024	William Allen Berry	Circuit Court	5/9/2024
5/6/2024	Juvenile File	Juvenile Court	5/9/2024
5/6/2024	Steven Lee Hensley	GS-State	5/9/2024
5/6/2024	Jeffrey Lynn Potter Sr.	Circuit Court	5/9/2024
5/6/2024	Leonard Brantley	GS-State	5/9/2024
5/9/2024	Jeremi K. Chancey	GS-State	5/9/2024
5/9/2024	Brent Yul Miller	GS-State	5/9/2024
5/10/2024	Brent Yul Miller	GS-State	5/15/2024
5/10/2024	Brent Yul Miller	GS-State	5/15/2024
5/10/2024	Raymond VanDive Akins	GS-State	5/15/2024
5/10/2024	Dennis James Curtis	GS-State	5/15/2024
5/10/2024	Dennis James Curtis	GS-State	5/15/2024
5/15/2024	Darren Shey Long	GS-State	5/15/2024
5/15/2024	Darren Shey Long	GS-State	5/15/2024
5/15/2024	David William Webb	GS-State	5/15/2024
5/15/2024	Wayne Robert Alexander	GS-Traffic	5/15/2024
5/15/2024	Wayne Robert Alexander	GS-Traffic	5/15/2024
5/15/2024	Marcus Lashown White	GS-State	5/15/2024
5/15/2024	Marcus Lashown White	GS-State	5/15/2024
5/15/2024	Marcus Lashown White	GS-State	5/15/2024
5/21/2024	Robert Peter Steich	GS-State	5/22/2024
5/21/2024	Robert William Payne	GS-Traffic	5/22/2024
5/21/2024	Robert William Payne	GS-Traffic	5/22/2024
5/21/2024	Charlene Ann Lanford	GS-State	5/22/2024
5/23/2024	Corey Nicholas Larivee	GS-State	5/29/2024
5/23/2024	Glenn Thomas Elliott	GS-State	5/29/2024
5/23/2024	Glenn Thomas Elliott	GS-State	5/29/2024
5/23/2024	Raymond Michael Barton	GS-State	5/29/2024
5/23/2024	Sherry Charles Egle	GS-State	5/29/2024
5/23/2024	Lori Danielle Eakins	GS-State	5/29/2024
5/23/2024	Tammy Michelle Cooper	GS-State	5/29/2024
5/23/2024	Qasim Huessien Alsaadi	GS-State	5/29/2024
5/23/2024	Eric Loyd Huffman	GS-State	5/29/2024
5/23/2024	Eric Loyd Huffman	GS-State	5/29/2024
5/24/2024	Eric Levi Rickus	GS-State	5/29/2024
5/24/2024	Eric Levi Rickus	GS-State	5/29/2024
5/24/2024	Eric Levi Rickus	GS-State	5/29/2024
5/24/2024	Eric Levi Rickus	GS-State	5/29/2024
5/24/2024	Eric Levi Rickus	GS-State	5/29/2024
5/24/2024	Eric Levi Rickus	GS-State	5/29/2024
5/24/2024	Justin R. Taylor	GS-State	5/29/2024
5/24/2024	Justin R. Taylor	GS-State	5/29/2024
5/24/2024	Justin R. Taylor	GS-State	5/29/2024
5/24/2024	Justin R. Taylor	GS-State	5/29/2024
5/24/2024	Justin R. Taylor	GS-State	5/29/2024
5/24/2024	Justin R. Taylor	GS-State	5/29/2024

5/24/2024	Justin R. Taylor	GS-State	5/29/2024
5/24/2024	Justin R. Taylor	GS-State	5/29/2024
5/24/2024	Justin R. Taylor	GS-State	5/29/2024
5/24/2024	Justin R. Taylor	GS-State	5/29/2024
5/24/2024	Justin R. Taylor	GS-State	5/29/2024
5/24/2024	Justin R. Taylor	GS-Traffic	5/29/2024
5/24/2024	Justin R. Taylor	GS-Traffic	5/29/2024
5/24/2024	Justin R. Taylor	GS-Traffic	5/29/2024
5/24/2024	Justin R. Taylor	GS-Traffic	5/29/2024
5/24/2024	Justin R. Taylor	GS-Traffic	5/29/2024
5/24/2024	Justin R. Taylor	GS-Traffic	5/29/2024
5/24/2024	Justin R. Taylor	GS-Traffic	5/29/2024
5/24/2024	Justin R. Taylor	GS-Traffic	5/29/2024
5/29/2024	Donald Wayne Sparks	Circuit Court	5/29/2024
5/30/2024	Sarah Lynn Richter	GS-Traffic	6/5/2024
5/30/2024	Sarah Lynn Hunter	GS-Traffic	6/5/2024
5/30/2024	Aimee Lynn Wolfe	GS-State	6/5/2024
6/4/2024	Donald R. Clabough	GS-State	6/5/2024
6/4/2024	Donald R. Clabough	GS-State	6/5/2024
6/4/2024	Jason Miles McDaniel	GS-State	6/5/2024
6/4/2024	Jason Miles McDaniel	GS-State	6/5/2024
6/5/2024	Ronald Johnson	Circuit Court	6/5/2024
6/6/2024	Ryan H. Taylor	GS-State	6/7/2024
6/6/2024	Ryan H. Taylor	GS-State	6/7/2024
6/6/2024	Ryan H. Taylor	GS-State	6/7/2024
6/6/2024	JoseDonataRegario Dominguez	GS-State	6/7/2024
6/6/2024	David W. Ogle	Circuit Court	6/7/2024
6/7/2024	Terry Wayne Ammons	GS-Traffic	6/10/2024
6/7/2024	Terry Wayne Ammons	GS-State	6/10/2024
6/7/2024	Terry Wayne Ammons	GS-State	6/10/2024
6/7/2024	Terry Wayne Ammons	GS-State	6/10/2024
6/7/2024	Terry Wayne Ammons	GS-State	6/10/2024
6/7/2024	Terry Wayne Ammons	GS-State	6/10/2024
6/7/2024	Terry Wayne Ammons	GS-State	6/10/2024
6/7/2024	Ramiro Jimimez	GS-State	6/10/2024
6/7/2024	Ramiro Jimimez	GS-State	6/10/2024
6/7/2024	Ramiro Jimimez	GS-State	6/10/2024
6/7/2024	Ramiro Jimimez	GS-State	6/10/2024
6/10/2024	Karen Joy Thompson	GS-State	6/12/2024
6/17/2024	Erick E. Cuervas	GS-Traffic	6/18/2024
6/17/2024	Erick E. Cuervas	GS-Traffic	6/18/2024
6/17/2024	Jeremy Michael Crews	GS-Traffic	6/18/2024
6/17/2024	Jeremy Michael Crews	GS-Traffic	6/18/2024
6/17/2024	Jeremy Michael Crews	GS-Traffic	6/18/2024
6/17/2024	Bobby Lee Littleton	GS-State	6/18/2024
6/17/2024	Anthony Denton Beets	GS-State	6/18/2024
6/17/2024	Anthony Denton Beets	GS-State	6/18/2024

6/17/2024	Anthony Denton Beets	GS-State	6/18/2024
6/17/2024	Anthony Denton Beets	GS-State	6/18/2024
6/17/2024	Anthony Denton Beets	GS-State	6/18/2024
6/17/2024	Anthony Denton Beets	GS-State	6/18/2024
6/17/2024	Anthony Denton Beets	GS-State	6/18/2024
6/17/2024	Anthony Denton Beets	GS-State	6/18/2024
6/17/2024	Anthony Denton Beets	GS-State	6/18/2024
6/17/2024	Kenny Eugene McIllwain	Circuit Court	6/18/2024
6/18/2024	Robyn C. Valentine	GS-State	6/18/2024
6/18/2024	Robyn C. Valentine	GS-State	6/18/2024
6/24/2024	Allen Watson Jr.	GS-State	6/26/2024
6/24/2024	Joshua Arlen Canter	GS-State	6/26/2024
6/24/2024	Joshua Arlen Canter	GS-State	6/26/2024
6/24/2024	Joshua Arlen Canter	GS-State	6/26/2024
6/26/2024	Dewey Larry Connell	GS-State	6/26/2024
6/26/2024	Dewey Larry Connell	GS-State	6/26/2024
6/27/2024	Allen E. Watson	GS-State	7/3/2024

Total 157

Date Requested / Name / Date Fulfilled

4/2/2024 Brittany Grigsby 4/2/2024
4/2/2024 Neil Hicks 4/2/2024
4/2/2024 Kelly Henson 4/2/2024
4/2/2024 Leah Sabol 4/2/2024
4/2/2024 Derrick White 4/2/2024
4/2/2024 Ann Drake 4/2/2024
4/2/2024 Kathy Caylor 4/2/2024
4/2/2024 Debra Whaley 4/2/2024
4/2/2024 Patrick Gallagher 4/2/2024
4/2/2024 Karen Bennett 4/2/2024
4/2/2024 Gina Grah 4/2/2024
4/2/2024 Gina Grah 4/2/2024
4/3/2024 Melissa Stuart 4/3/2024
4/4/2024 Miranda Wilson 4/4/2024
4/4/2024 Ron Davis 4/4/2024
4/4/2024 Aaron Fowler 4/4/2024
4/4/2024 Jett Foley 4/4/2024
4/4/2024 Mandi Tilley 4/4/2024
4/5/2024 Mike Durham 4/5/2024
4/5/2024 Dwights Price 4/5/2024
4/5/2024 Scott Batey 4/5/2024
4/8/2024 Ann Drake 4/8/2024
4/8/2024 Ann Drake 4/8/2024
4/8/2024 Derek Tellier 4/8/2024
4/8/2024 Natalie Hawkins 4/8/2024
4/8/2024 Dwight Price 4/8/2024
4/8/2024 Dwight Price 4/8/2024
4/8/2024 Dwight Price 4/8/2024
4/8/2024 Todd Vanderkooy 4/8/2024
4/8/2024 Julie Koontz 4/8/2024
4/9/2024 Braden Ross 4/9/2024
4/9/2024 Tatiana Rickman 4/9/2024
4/9/2024 Harold Ellison 4/9/2024
4/10/2024 McKenzie Lawson 4/10/2024
4/10/2024 Charmaine Lingard 4/10/2024
4/10/2024 Sara Price 4/10/2024
4/10/2024 Delsa Spence 4/10/2024
4/10/2024 Sara Price 4/10/2024
4/10/2024 Brandie Berrong 4/10/2024
4/10/2024 Sherry Paul 4/10/2024
4/10/2024 Shelly Warner 4/10/2024
4/10/2024 Katelyn Love 4/10/2024
4/11/2024 Jenny Wilson 4/11/2024
4/11/2024 Sara Price 4/11/2024
4/11/2024 Teresa Luttrell 4/11/2024
4/11/2024 Jesse Papa 4/11/2024

4/11/2024 Chris Sea 4/11/2024
4/11/2024 Daniel Blevins 4/11/2024
4/11/2024 Mike Howell 4/11/2024
4/12/2024 Sandy Jones 4/12/2024
4/15/2024 Wil Glafenhein 4/15/2024
4/15/2024 Bertha Sanchez 4/15/2024
4/15/2024 Jenny Wilson 4/15/2024
4/15/2024 John Weston 4/15/2024
4/15/2024 Millicent Blalock 4/15/2024
4/15/2024 Nathan Nash 4/15/2024
4/15/2024 Leah Woodruff 4/15/2024
4/16/2024 Jessica Self 4/16/2024
4/16/2024 Millicent Blalock 4/16/2024
4/17/2024 Stephanie Smith 4/17/2024
4/17/2024 Harold Ellison 4/17/2024
4/17/2024 Ellen Bright 4/17/2024
4/17/2024 Cody Nuchols 4/17/2024
4/17/2024 Jeromy Adams 4/17/2024
4/17/2024 Ellen Bright 4/17/2024
4/17/2024 Cody Nuchols 4/17/2024
4/17/2024 Jan Maness 4/17/2024
4/18/2024 Kyle McNulty 4/18/2024
4/18/2024 Nikki Moore 4/18/2024
4/19/2024 David Troxler 4/19/2024
4/18/2024 Home Owner 4/18/2024
4/17/2024 Home Owner 4/17/2024
4/19/2024 Sara Price 4/19/2024
4/19/2024 John Weston 4/19/2024
4/22/2024 Monica Macho 4/22/2024
4/22/2024 Mandy Hembree 4/22/2024
4/22/2024 Todd Vanderkooy 4/22/2024
4/23/2024 Chad Rochelle 4/23/2024
4/23/2024 Billy Loope 4/23/2024
4/23/2024 Melanie Young 4/23/2024
4/23/2024 Todd Vanderkooy 4/23/2024
4/23/2024 Todd Vanderkooy 4/23/2024
4/23/2024 Chris Donahue 4/23/2024
4/24/2024 Sara Price 4/24/2024
4/24/2024 Dwight Price 4/24/2024
4/26/2024 Felicia Cardwell 4/26/2024
4/26/2024 Jenny Wilson 4/26/2024
4/26/2024 Christy Redmond 4/26/2024
4/26/2024 Debra Whaley 4/26/2024
4/29/2024 Mandy Hembree 4/29/2024
4/29/2024 Christy Redmond 4/29/2024
4/30/2024 Mandy Knouff 4/30/2024
4/30/2024 John Weston 4/30/2024

4/30/2024 Lisa Collins 4/30/2024
5/1/2024 Angie Long 5/1/2024
5/1/2024 Dwight Price 5/1/2024
5/1/2024 Robin Skeen 5/1/2024
5/1/2024 Dwight Price 5/1/2024
5/1/2024 Wanda Hendrix 5/1/2024
5/1/2024 Elisha Morgan 5/1/2024
5/2/2024 Blue Boomer 5/2/2024
5/2/2024 Callie Shuler 5/2/2024
5/2/2024 Robin Skeen 5/2/2024
5/2/2024 Joyce Frye 5/2/2024
5/2/2024 Josh Bradley 5/2/2024
5/2/2024 Josh Bradley 5/2/2024
5/2/2024 Lisa McCurry 5/2/2024
5/3/2024 Chad Weeks 5/3/2024
5/3/2024 Mandi Tilley 5/3/2024
5/3/2024 Sara Price 5/3/2024
5/3/2024 Jenny Wilson 5/3/2024
5/3/2024 Donna Tallent 5/3/2024
5/3/2024 Stephen Beech 5/3/2024
5/7/2024 Steve Tremelay 5/7/2024
5/7/2024 Teresa Pounds 5/7/2024
5/7/2024 Jon Brock 5/7/2024
5/7/2024 Barbara Carver 5/7/2024
5/7/2024 Bill Eanes 5/7/2024
5/7/2024 Bart Franklin 5/7/2024
5/7/2024 Sara Price 5/7/2024
5/7/2024 David Jenkis 5/7/2024
5/7/2024 Brian Shaffer 5/7/2024
5/7/2024 Susan Stout 5/7/2024
5/8/2024 Stephanie Wilson 5/8/2024
5/8/2024 Stephen Weiler 5/8/2024
5/8/2024 Jackie Crumpton 5/8/2024
5/8/2024 Teresa Pounds 5/8/2024
5/8/2024 Steve McDougal 5/8/2024
5/9/2024 Jonah Jackson 5/9/2024
5/9/2024 Melissa Stuart 5/9/2024
5/9/2024 Melissa Stuart 5/9/2024
5/9/2024 Sara Biadasz 5/9/2024
5/9/2024 Sara Biadasz 5/9/2024
5/9/2024 Robin Myrick 5/9/2024
5/10/2024 Sara Biadasz 5/10/2024
5/10/2024 Lesa Capps 5/10/2024
5/14/2024 Susie Frost 5/14/2024
5/15/2024 Quint Bourgeols 5/15/2024
5/15/2024 Mike Owens 5/15/2024

5/15/2024 Steven & Tonja Doty 5/15/2024
5/15/2024 Christy London 5/15/2024
5/15/2024 Pamella Haynes 5/15/2024
5/15/2024 Mandy Knouff 5/15/2024
5/15/2024 Crystal Foust 5/15/2024
5/16/2024 Amy King 5/16/2024
5/20/2024 Aaron Fowler 5/20/2024
5/20/2024 David Corum 5/20/2024
5/20/2024 Scott Williams 5/20/2024
5/20/2024 David Allen 5/20/2024
5/20/2024 Nick DeBord 5/20/2024
5/20/2024 Robin Myrick 5/20/2024
5/21/2024 Cindy Braum 5/21/2024
5/21/2024 Shelly Gunion 5/21/2024
5/21/2024 Justin Kidd 5/21/2024
5/21/2024 Robin Butler 5/21/2024
5/21/2024 Sean Copland 5/21/2024
5/21/2024 Cindy Braum 5/21/2024
5/21/2024 Ellen Tallent 5/21/2024
5/22/2024 Somer Ray 5/22/2024
5/22/2024 Wanda Hendrix 5/22/2024
5/22/2024 BL Ervin 5/22/2024
5/22/2024 Shelly Gunion 5/22/2024
5/23/2024 Jessica Self 05/23/2024
5/23/2024 Laren Callaway 5/23/24
5/24/2024 Audrey Porter 5/24/2024
5/24/2024 Josh Strange 5/24/2024
5/24/2024 Stephanie Weiler 5/24/2024
5/24/2024 Melissa Stuart 5/24/2024
5/28/2024 Sara Price 5/28/2024
5/28/2024 Sara Price 5/28/2024
5/28/2024 Levi Dodd 5/28/2024
5/29/2024 Regina Eubanks 5/29/2024
5/29/2024 Deborah Campbell 5/29/2024
5/29/2024 Adam Joachim 5/29/2024
5/30/2024 Nola Collins 5/30/2024
5/30/2024 Matthew Thomas 5/30/2024
5/31/2024 Sara Price 5/31/2024
5/31/2024 Amie Dearing 5/31/2024
5/31/2024 Jacob Collins 5/31/2024
5/31/2024 Sara Price 5/31/2024
5/31/2024 Greg Waters 5/31/2024
5/31/2024 Tara Dandrea 5/31/2024
6/4/2024 Sara Price 6/4/2024
6/4/2024 Sara Price 6/4/2024
6/5/2024 Mike Howell 6/5/2024
6/5/2024 Vicki Everbach 6/5/2024

6/5/2024 Sherry Paul 6/5/2024
6/5/2024 Tim Ivens 6/5/2024
6/5/2024 Melissa Stuart 6/5/2024
6/5/2024 Kathy Parker 6/5/2024
6/5/2024 Sam Speed 6/5/2024
6/5/2024 Courtney Melton 6/5/2024
6/5/2024 Leland Gamble 6/5/2024
6/5/2024 Vick Glardon 6/5/2024
6/5/2024 Tia Cooper 6/5/2024
6/5/2024 Jackie Mills 6/5/2024
6/6/2024 Dwight Price 6/6/2024
6/6/2024 Nancy Hodge 6/6/2024
6/6/2024 Nancy Hodge 6/6/2024
6/6/2024 Kim Moyer 6/6/2024
6/7/2024 Daniel Blevins 6/7/2024
6/10/2024 Jackie Crumpton 6/10/2024
6/13/2024 Brian Watson 6/13/2024
6/13/2024 Lindsay Barlow 6/13/2024
6/13/2024 Nikki Moore 6/13/2024
6/13/2024 Holly England 6/13/2024
6/13/2024 Sherry Paul 6/13/2024
6/13/2024 Jay Blevins 6/13/2024
6/13/2024 Steven Doty 6/13/2024
6/13/2024 Katie Stephens 6/13/2024
6/13/2024 Karen Mosher 6/13/2024
6/13/2024 Carlton Hackney 6/13/2024
6/13/2024 Sheila Morgan 6/13/2024
6/14/2024 Carlton Hackney 6/14/2024
6/14/2024 Austen Trotter 6/14/2024
6/14/2024 Jackie Mills 6/14/2024
6/14/2024 Kim Moyer 6/14/2024
6/14/2024 Home Owner 6/14/2024
6/17/2024 Linda Arendl 6/17/2024
6/17/2024 Greg Scribner 6/17/2024
6/17/2024 Cindy Bengel 6/17/2024
6/17/2024 Courtney Melton 6/17/2024
6/17/2024 Mandi Tilley 6/17/2024
6/17/2024 Nancy Hodge 6/17/2024
6/17/2024 Jessica Schroeder 6/17/2024
6/18/2024 Geri Payne 6/18/2024
6/18/2024 Sandra Allen 6/18/2024
6/18/2024 Gina Grah 6/18/2024
6/18/2024 Ernie Brewster 6/18/2024
6/18/2024 Annette Sievert 6/18/2024
6/19/2024 Hila Gew-Urwin 6/19/2024
6/19/2024 Kathy Parker 6/19/2024
6/19/2024 Tom Parry 6/19/2024

6/19/2024 Ron Hill 6/19/2024
6/19/2024 Daniel Blevins 6/19/2024
6/19/2024 Katelyn Love 6/19/2024
6/20/2024 Klm Brown 6/20/2024
6/20/2024 Hunter Pesterfield 6/20/2024
6/21/2024 Chris Kilby 6/21/2024
6/21/2024 Tim Tipton 6/21/2024
6/21/2024 Mandi Tilley 6/21/2024
6/21/2024 Debra Whaley 6/21/2024
6/21/2024 Tammy Williams 6/21/2024
6/21/2024 Kathy Hmielewski 6/21/2024
6/21/2024 Chris Kilby 6/21/2024
6/21/2024 Chris Kilby 6/21/2024
6/25/0204 Ann Drake 6/25/2024
6/26/2024 Net Brewer 6/26/2024
6/26/2024 Sam Speed 6/26/2024
6/26/2024 Sara Price 6/26/2024
6/26/2024 Todd Vanderkooy 6/26/2024
6/26/2024 Deborah Campbell 6/26/2024
6/26/2024 Sam Speed 6/26/2024
6/26/2024 Sherry Paul 6/26/2024
6/26/2024 Net Brewer 6/26/2024
6/26/2024 Todd Vanderkooy 6/26/2024
6/26/2024 Mandy Knouff 6/26/2024
6/26/2024 Wil Glafenhein 6/26/2024
6/26/2024 Courtney Melton 6/26/2024
6/26/2024 Courtney Melton 6/26/2024
6/26/2024 Carole Register 6/26/2024
6/26/2024 Carlton Hackney 6/26/2024
6/27/2024 Mark Russell 6/27/2024
6/27/2024 Kelly Stone 6/27/2024
6/27/2024 Jenny Wilson 6/27/2024
6/28/2024 Deborah Campbell 6/28/2024
6/28/2024 Howard Sims 6/28/2024

Total 265

BLOUNT COUNTY, TENNESSEE
OFFICE OF SHERIFF
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2024

Account Number	Account	Beginning Balance	Receipts	Transfers In	Disbursed	Transfers Out	Ending Balance
24000	Due to County Trustee (other fees)	0	$56,164.91	$0.00	$56,164.91	0	0
26000	Due to Litigants, Heirs, and Others (Cash bonds)	0	$465,212.50	$0.00	$465,212.50	0	0
34000	(Sex Offender fees)	0	$20,850.00	$0.00	$20,850.00	0	0
	State	0	$0.00	$0.00	$0.00	0	0
	Grand Total	0	$542,227.41	$0.00	$542,227.41	0	0

This report is submitted in accordance with requirements of Section 5-8-505 and/or 67-5-1902, as amended, TCA, and to the best of my knowledge, information, and belief accurately reflects transactions of this office for the year ended June 30, 2024.

James Lee Berrong
Blount County Sheriff

Date

Blount County Trustee
Scott Graves

Trustee's Annual Report
for
FY 2023–2024

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Section II	Property Tax Collections by Tax Year and Month
Section III	Property Tax Allocation
Section IV	Report of Delinquent Taxes
Section V	Report of Pickups, Rollbacks, Releases, Refunds
Section VI	Annual Report of Local Option Sales Tax Distribution
Section VII	Sales Tax Collections History
Section VIII	Annual Report of Interest Earned
Section IX	Report of Trustee's Commission Collected
Section X	Trustee's Investment Portfolio (as of June 30, 2024)
Section XI	Financial Summary Report

Blount County Trustee
SCOTT GRAVES

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

=== *MEMO* ===

DATE: **July 15, 2024**

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

FROM: **Scott Graves, County Trustee**

SUBJECT: **Annual Financial Report of the Blount County Trustee**

In compliance with Section 67-5-1902, *Tennessee Code Annotated*, I respectfully submit the Annual Financial Report of the Blount County Trustee for the Fiscal Year ended June 30, 2024.

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

Blount County Trustee
Scott Graves

Property Tax Collections by Tax Year and Month

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
July	223,904	241,091	167,961	188,725	188,359	175,982	386,260	244,319	128,387	104,860	293,656
August	217,063	569,743	276,417	454,637	600,027	756,790	881,911	399,606	484,182	535,587	855,106
September	555,134	5,302,233	3,176,016	7,433,071	5,012,727	8,577,708	10,527,430	11,577,735	14,925,452	12,793,438	13,998,342
October	40,163,844	42,202,333	50,282,611	48,758,092	54,178,646	52,550,418	57,759,420	61,229,957	58,837,640	62,856,784	59,563,232
November	9,239,598	4,237,747	8,163,806	7,873,005	7,378,727	6,422,753	7,671,355	7,344,003	8,008,414	9,055,841	12,215,197
December	2,753,518	2,798,191	2,760,414	3,034,838	2,731,490	2,263,626	3,157,978	2,912,449	2,944,605	2,655,755	2,401,791
January	1,922,090	2,031,073	2,704,590	2,865,207	2,617,011	2,987,925	2,777,439	3,082,018	3,008,123	2,968,835	2,941,617
February	7,515,721	5,657,988	10,772,502	10,109,490	7,551,797	8,737,326	10,554,151	8,450,785	7,846,308	8,954,923	8,465,546
March	3,435,315	6,223,731	3,195,301	3,430,783	4,239,881	3,083,872	2,791,460	4,231,517	3,028,904	2,827,665	2,314,576
April	613,617	807,575	580,261	744,469	814,752	580,447	516,240	587,001	587,463	497,325	1,046,925
May	276,283	340,108	409,862	380,390	348,982	287,548	310,700	311,546	256,744	425,652	236,807
June	2,944,847	242,718	215,349	191,324	378,226	221,895	346,707	237,519	142,371	179,926	185,738
TOTALS	**69,860,934**	**70,654,531**	**82,705,090**	**85,464,031**	**86,040,625**	**86,646,290**	**97,681,051**	**100,608,455**	**100,198,593**	**103,856,591**	**104,518,533**
Tax Rate	**$2.15**	**$2.15**	**$2.47** reappraisal	**$2.47**	**$2.47**	**$2.47**	**$2.47** reappraisal	**$2.47**	**$2.47**	**$2.47**	**$1.59** reappraisal

*** Totals above include collection of prior year taxes ***

Blount County Trustee
Scott Graves

Blount County Property Tax Allocation

May 1, 2024

Fund	Fund Name	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	FINAL 2023-2024
101	General County	35.6275%	35.6275%	35.6275%	35.6275%	35.6275%	35.6275%	39.6761%	**43.3962%**
141	General Purpose School	25.8176%	25.5455%	25.4106%	23.0889%	22.8972%	22.7685%	22.2910%	**19.4434%**
151	Debt Service	19.4333%	19.4333%	19.4333%	17.8137%	17.8138%	17.8139%	13.7652%	**13.8365%**
177	Education Capital Projects	1.6194%	1.6194%	1.6194%	5.6680%	5.6680%	5.6680%	5.6680%	**6.2893%**
189	General Capital Projects	0.0000%	0.0000%	0.0000%	1.2146%	1.2146%	1.2146%	1.2146%	**1.8868%**
355	City of Alcoa Schools	4.7363%	4.7612%	4.9120%	4.5407%	4.6127%	4.6333%	4.7947%	**4.1491%**
356	City of Maryville Schools	12.7659%	13.0131%	12.9972%	12.0466%	12.1662%	12.2742%	12.5904%	**10.9987%**
		100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%

Property Tax Rate in Dollars

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	FINAL 2023-2024
General County	$0.88	$0.88	$0.88	$0.88	$0.88	$0.88	$0.98	**$0.69**
Education	$1.07	$1.07	$1.07	$0.98	$0.98	$0.98	$0.98	**$0.55**
Debt Service	$0.48	$0.48	$0.48	$0.44	$0.44	$0.44	$0.34	**$0.22**
Education Capital Projects	$0.04	$0.04	$0.04	$0.14	$0.14	$0.14	$0.14	**$0.10**
General Capital Projects	$0.00	$0.00	$0.00	$0.03	$0.03	$0.03	$0.03	**$0.03**
Total Property Tax Rate	$2.47	$2.47	$2.47	$2.47	$2.47	$2.47	$2.47	**$1.59**

Blount County Trustee
Scott Graves

REPORT OF DELINQUENT TAXES

As of June 30, 2024

2023

The following taxes are payable to the Trustee Office as of June 30, 2024:

2023 Real Property Taxes	$ 2,080,761.26
2023 Personal Property Taxes	128784.00
2023 Public Utility Taxes	5,416.00

2022

2022 Public Utility Taxes	1,053.00
2022 Personal Property Taxes	47,574.00

According to State law, the following taxes were turned over to the Clerk & Master's Office for collection on April 1, 2024 (amended May 1, 2024):

2022 Real Property Taxes	$ 560,234.74
2022 Percent Collected as of May 1, 2024	99.39%

Blount County Trustee
Scott Graves

Annual Report of Pick-Ups/Rollbacks/Releases/Refunds – Property Tax
FY 2023 - 2024

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

Your County Trustee respectfully presents this report of Pick-Ups, Rollbacks, Releases, and Refunds of Real and Personal Property, asking for considerations which are fully set forth in exhibits submitted as follows. This report covers the period from July 1, 2023 to June 30, 2024. Records are available for review in the Trustee's Office.

Pick-Ups & Rollbacks

Real & Personal Property & Rollback Tax added by the Property Assessor's Office from July 1, 2023 to June 30, 2024.

2023 Pick-Ups	$	279,228.00
2023 Rollbacks		170103.00
2022 Pick-Ups		13,088 .00
2022 Rollbacks		238.00
Total Pick-Ups & Rollbacks	**$**	**462,657.00**

Releases

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

2023 Real Property	$	182,129.00
2023 Personal Property		70,475.00
2023 Public Utility		.00
2022 Real Property		76,172.00
2022 Personal Property		59,846.00
Total Releases	**$**	**388,622.00**

Refunds

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

2023 Refunds	$	34,407.00
2022 Refunds		118,973.00
Total Refunds	**$**	**153,380.00**

Scott Graves, Trustee

Blount County Trustee
Scott Graves

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

Month Received	Month of Sale	Total Received	County Schools	Alcoa Schools	Maryville Schools	Highway Dept.	County Debt	City of Alcoa	City of Maryville	City of Friendsville	City of Louisville	City of Rockford	City of Townsend
July	May	$7,453,638.54	2,093,816.52	450,374.93	1,182,627.84	741,023.06	164,671.79	1,238,117.83	1,378,407.09	23,768.18	61,376.27	33,078.07	86,376.96
August	June	$7,807,297.38	2,193,163.53	471,744.24	1,238,740.94	859,846.82	191,077.07	1,232,149.90	1,392,459.46	24,947.37	62,898.17	38,601.36	101,668.52
September	July	$7,888,835.52	2,216,068.57	476,671.06	1,251,678.15	911,067.32	202,459.41	1,166,481.15	1,433,653.28	24,022.77	61,474.43	31,598.82	113,660.56
October	Aug.	$6,960,215.66	1,955,208.12	420,560.59	1,104,339.15	754,500.32	167,666.74	1,096,743.21	1,247,904.99	22,205.91	74,186.34	34,142.67	82,757.62
November	Sept.	$6,861,403.13	1,927,450.49	414,589.99	1,088,661.10	798,374.39	177,416.53	1,056,156.14	1,256,235.52	24,675.16	59,453.35	25,102.41	33,288.05
December	Oct.	$7,463,935.79	2,096,709.14	450,997.13	1,184,261.64	806,525.66	179,227.92	1,103,232.40	1,419,825.62	24,681.78	59,845.54	26,765.11	111,863.85
January	Nov.	$7,373,826.71	2,071,396.42	445,552.42	1,169,964.54	770,251.28	171,166.95	1,165,753.30	1,392,874.82	25,613.66	63,394.20	19,440.39	78,418.73
February	Dec.	$8,996,618.38	2,527,258.08	543,607.17	1,427,443.96	836,026.24	185,783.61	1,440,539.93	1,856,217.40	23,978.45	70,090.82	21,293.07	64,379.65
March	Jan.	$6,673,560.14	1,874,683.14	403,239.86	1,058,857.09	624,161.19	138,702.49	1,109,254.69	1,325,124.01	21,605.11	55,168.22	25,257.34	37,507.00
April	Feb.	$6,564,409.30	1,844,021.35	396,644.59	1,041,538.73	628,658.73	139,701.94	1,107,595.81	1,256,838.94	20,832.76	57,456.78	26,315.19	44,804.48
May	March	$7,424,847.09	2,086,723.59	445,290.36	1,180,409.63	726,565.81	161,459.07	1,215,612.01	1,417,041.16	22,894.51	61,802.35	29,538.16	77,510.44
June	April	$7,348,608.69	2,065,297.09	440,718.11	1,168,289.16	747,399.94	166,088.88	1,159,688.07	1,406,594.64	21,362.50	58,036.28	29,407.64	85,726.38
GROSS TOTAL		$88,817,196.33	$24,951,796.04	$5,359,990.45	$14,096,811.93	$9,204,400.77	$2,045,422.39	$14,091,324.44	$16,783,176.93	$280,588.16	$745,182.75	$340,540.23	$917,962.24
LESS COMMISSION		$888,171.97	$249,517.97	$53,599.91	$140,968.12	$92,044.01	$20,454.23	$140,913.25	$167,831.77	$2,805.89	$7,451.83	$3,405.41	$9,179.63
NET TOTAL		$87,929,024.36	$24,702,278.07	$5,306,390.54	$13,955,843.81	$9,112,356.76	$2,024,968.16	$13,950,411.19	$16,615,345.16	$277,782.27	$737,730.92	$337,134.82	$908,782.61

Blount County Trustee
Scott Graves

Sales Tax Collections History

As of June 30, 2024

Fiscal Year	TOTAL	July	August	September	October	November	December	January	February	March	April	May	June
2008-09	$32,013,060	2,725,485	3,042,124	2,723,034	2,726,121	2,759,635	2,583,856	2,571,741	3,283,590	2,185,793	2,223,589	2,578,657	2,609,435
2009-10	$30,286,461	2,579,415	2,754,380	2,587,101	2,457,701	2,513,862	2,450,000	2,452,997	3,075,646	2,056,255	2,190,430	2,612,804	2,555,870
2010-11	$31,294,400	2,504,334	2,776,616	2,626,125	2,564,967	2,639,214	2,575,138	2,498,841	3,190,405	2,222,353	2,247,089	2,798,190	2,651,128
2011-12	$34,184,247	2,746,530	2,882,117	2,976,932	2,874,942	2,903,076	2,881,058	2,814,620	3,474,705	2,481,246	2,577,496	3,032,838	2,538,687
2012-13	$33,246,798	2,919,049	2,178,494	2,787,153	2,850,293	2,817,679	2,743,716	2,718,059	3,418,805	2,533,783	2,481,244	2,933,385	2,865,138
2013-14	$34,839,107	2,893,152	3,032,817	2,952,129	2,903,197	2,919,473	2,883,851	2,818,848	3,528,983	2,428,746	2,650,238	3,016,010	2,811,663
2014-15	$37,784,429	3,056,141	3,196,714	3,141,892	3,146,063	3,235,263	3,158,918	3,124,382	3,940,287	2,710,497	2,598,034	3,165,983	3,310,255
2015-16	$46,618,469	3,439,873	3,479,851	3,957,500	3,822,856	3,893,940	3,915,141	3,878,543	5,202,602	3,417,253	3,468,807	4,137,430	4,004,673
2016-17	$49,991,869	4,065,100	4,397,614	4,150,343	4,058,096	4,250,203	4,084,909	4,113,453	5,335,831	3,653,950	3,480,131	4,174,429	4,227,810
2017-18	$51,933,248	4,297,394	4,450,223	4,191,056	4,217,469	4,381,422	4,228,431	4,346,225	5,486,710	3,750,488	3,712,609	4,513,644	4,357,577
2018-19	$55,692,922	4,519,277	4,656,422	4,714,358	4,598,404	4,402,238	4,891,367	4,801,723	5,931,960	3,943,318	3,938,085	4,646,915	4,648,855
2019-20	$58,157,470	4,951,008	4,922,442	5,017,277	4,788,401	5,002,604	4,947,369	4,928,126	6,322,209	4,579,130	4,221,065	4,666,703	3,811,136
2020-21	$66,373,491	4,828,122	5,383,224	5,290,029	5,077,677	5,235,584	5,524,334	5,422,074	7,407,898	4,586,993	4,767,807	6,512,391	6,337,358
2021-22	$79,784,942	6,464,542	6,316,163	6,505,502	6,561,499	6,627,393	6,548,123	6,779,591	8,263,655	5,997,619	5,316,719	7,209,118	7,195,018
2022-23	$85,836,941	7,579,517	7,384,898	7,094,431	6,743,125	7,043,364	7,209,908	7,104,100	8,422,446	6,421,857	6,117,785	7,539,050	7,176,460
2023-24	$88,817,196	7,453,639	7,807,297	7,888,836	6,960,216	6,861,403	7,463,936	7,373,827	8,996,618	6,673,560	6,564,409	7,424,847	7,348,609

Blount County Trustee
Scott Graves

Annual Report of Interest Earned

FY 2023-2024

Type of Account	Interest Earned
Main Checking Account	$7,380,571.26
Local Government Investment Pool	$12,785.11
Certificates of Deposit/ICS/CDARS	$2,277,641.36
Money Market Accounts	$78,213.26
Total Fiscal Year Interest Earned	**$9,749,210.99**

Blount County Trustee
Account Analysis of Posted Transactions
All Modules All Payments
07/01/2023 to 06/30/2024
Month is Closed

101-45610 TRUSTEE

Jrnl	Date	Rcpt/Ck	Trns	User	Description	Debit	Credit	Balance
					Starting Balance			$ 0.00
C	7/31/2023	1101838	KC		TRANSFER TRUSTEE COMMISSION	$ 0.00	$ 118,203.57	$ 118,203.57
C	8/31/2023	1105605	KC		TRANSFER TRUSTEE COMMISSION	$ 0.00	$ 125,353.76	$ 243,557.33
C	9/30/2023	1128259	KC		TRANSFER TRUSTEE COMMISSION	$ 0.00	$ 391,138.29	$ 634,695.62
C	10/31/2023	1199675	KC		TRANSFER TRUSTEE COMMISSION	$ 0.00	$ 1,331,534.65	$ 1,966,230.27
T	11/30/2023	1204777	KC		TRANSFER TRUSTEE COMMISSION	$ 0.00	$ 374,116.37	$ 2,340,346.64
C	12/31/2023	1207436	KC		TRANSFER TRUSTEE COMMISSION	$ 0.00	$ 154,091.75	$ 2,494,438.39
C	1/31/2024	1209938	KC		TRANSFER TRUSTEE COMMISSION	$ 0.00	$ 167,301.04	$ 2,661,739.43
C	2/29/2024	1214345	KC		TRANSFER TRUSTEE COMMISSION	$ 0.00	$ 289,391.84	$ 2,951,131.27
C	3/29/2024	1216820	KC		TRANSFER TRUSTEE COMMISSION	$ 0.00	$ 157,553.15	$ 3,108,684.42
C	4/30/2024	1217965	KC		TRANSFER TRUSTEE COMMISSION	$ 0.00	$ 122,184.99	$ 3,230,869.41
T	5/31/2024	1218765	KC		TRANSFER TRUSTEE COMMISSION	$ 0.00	$ 132,599.90	$ 3,363,469.31
C	6/28/2024	1219326	KC		TRANSFER TRUSTEE COMMISSION	$ 0.00	$ 124,306.74	$ 3,487,776.05
					Period Balance	**$ 0.00**	**$ 3,487,776.05**	**$ 3,487,776.05**
					Fiscal Year To Date	**$ 0.00**	**$ 3,487,776.05**	**$ 3,487,776.05**

Blount County Trustee
Scott Graves

Trustee's Investment Portfolio

June 28, 2024

BANK NAME	MAIN ACCOUNT	Interest Rate	TAX PAY ACCOUNTS	Interest Rate	CDs / ICS	Interest Rate	Maturity Date
CBBC			$178,426.65	0.60%	$1,000,000.00	4.75%	ICS *
					$11,000,000.00	5.00%	11-29-25
First Century			$3,941.32	5.00%	$4,600,000.00	5.46%	ICS *
					$7,000,000.00	5.18%	11-29-25
					$2,000,000.00	5.18%	12-5-25
First Horizon	$93,428,831.22	5.45%	$67,817.77	5.45%	$23,607,104.66	5.45%	ARPA *
Home Federal			$592,443.44	1.00%			
Pinnacle Bank			$16,388.63	1.30%	$2,000,000.00	3.00%	9-26-24
					$5,550,000.00	5.50%	ICS *
Renasant			$560,023.29	0.10%			
Simmons Bank			$749,555.57	0.05%			
SmartBank			$393,402.98	5.10%	$10,000,000.00	5.27%	ICS *
					$485,402.97	5.27%	ICS *
					$550,000.00	4.25%	3-7-26
TnBank			$179,110.40	0.05%	$1,400,000.00	4.78%	8-14-25
United Community			$438,291.48	0.50%			
US Bank			$393,512.87	0.25%			
Account Totals	**$93,428,831.22**		**$3,572,914.40**		**$69,192,507.63**		

OTHER INVESTMENTS		
LGIP (TN Local Government Investment Pool)		
$227,891.07	5.31%	
LGIP - DOT		
$247,344.47	5.31%	
LGIP - Retainage		
LGIP TOTAL		
$475,235.54		

Other Investments		
TYPE	**AMOUNT**	**MATURITY**
	$0.00	
TOTAL	**$0.00**	

LGIP+OTHER INVESTMENTS
$475,235.54

GRAND TOTAL

$166,669,488.79

NOTE: $550,000 CD held jointly with State (W.C.) / $485,402.97 ICS held per Ellis Trust

Blount County Trustee's Office Fund Report

Financial Summary Report - July 01, 2023 to June 30, 2024

Fund	Name	Starting Balance	Receipts	Disbursements	Transfers In	Transfers Out	Commission adjustment	Commission	Ending Balance
101	GENERAL FUND	49,609,077.28	84,013,175.12	77,547,625.58	1,851,864.98	0.00	(3,467.85)	1,102,830.57	56,827,129.08
112	COURTHOUSE & JAIL MAINTENANCE	567,347.64	182,673.96	430,134.14	27,507.50	0.00	0.00	1,826.74	345,568.22
114	LAW LIBRARY	49,189.26	9,163.53	9,872.01	0.00	0.00	0.00	91.64	48,389.14
115	PUBLIC LIBRARY	1,411,520.04	1,417,894.59	2,902,059.32	1,533,343.65	0.00	0.00	1,560.83	1,459,138.13
122	DRUG CONTROL	2,356,338.60	357,458.64	653,480.30	0.00	0.00	0.00	3,083.79	2,057,233.15
127	AMERICAN RESCUE PLAN ACT	26,426,878.57	1,588,625.85	5,224,993.77	0.00	0.00	0.00	0.00	22,790,510.65
131	HIGHWAY/PUBLIC WORKS	3,735,648.71	14,049,576.25	16,445,567.42	286,747.90	0.00	0.00	138,646.70	1,487,758.74
141	GENERAL PURPOSE SCHOOL	13,627,076.90	116,208,052.18	131,096,242.75	14,458,207.02	0.00	(2,176.41)	810,704.51	12,388,565.25
142	SCHOOL FEDERAL PROJECTS	239,563.12	15,407,292.92	16,634,171.15	1,183,121.38	0.00	(31.55)	31.55	195,806.27
143	CAFETERIA	3,551,048.07	5,872,865.09	6,710,618.28	0.00	0.00	0.00	0.00	2,713,294.88
146	EXTENDED DAYCARE	2,555,712.79	2,335,079.39	2,409,590.23	36,720.43	0.00	0.00	16,517.44	2,501,404.94
151	GENERAL DEBT SERVICE	13,768,469.62	19,846,612.23	15,688,170.75	1,431,233.54	0.00	(1,557.38)	334,976.55	19,024,725.47
176	HIGHWAY CAPITAL PROJECTS	7,943,601.07	423,812.61	6,281,867.17	3,514,460.98	0.00	0.00	2,236.86	5,597,770.63
177	EDUCATION CAPITAL PROJECTS	10,814,275.33	7,433,841.27	8,388,686.27	1,364,307.14	0.00	(395.37)	142,424.92	11,081,707.92
189	GENERAL CONSTRUCTION PROJECTS	3,457,233.69	2,600,968.37	1,741,475.42	28,900.00	0.00	(78.82)	39,934.95	4,305,770.51
263	GENERAL LIABILITY	2,411,356.46	2,880,332.36	2,453,542.64	0.00	0.00	0.00	0.00	2,838,146.18
264	EMPLOYEE HEALTH INSURANCE	12,594,642.15	27,367,658.84	25,260,621.77	926.96	0.00	0.00	0.00	14,702,606.18
266	WORKERS COMPENSATION	3,996,254.67	2,465,906.91	2,214,176.00	30,154.61	0.00	0.00	0.00	4,278,140.19
333	CHILDRENS HOME/ELLIS TRUST	485,402.97	25,262.53	25,262.53	0.00	0.00	0.00	0.00	485,402.97
336	TAX TRUST FUND	1,475.23	10,443.02	5,720.43	0.00	0.00	0.00	0.00	6,197.82
337	TRUST - CONTRACTOR DEP	0.00	25,208.40	0.00	0.00	0.00	0.00	0.00	25,208.40
351	CITIES - SALES TAX	0.00	33,158,774.75	32,827,187.02	0.00	0.00	0.00	331,587.73	0.00
355	ALCOA SCHOOLS	0.00	10,029,126.85	9,884,100.46	0.00	0.00	(1,394.18)	146,420.57	0.00
356	MARYVILLE SCHOOLS	0.00	26,175,605.72	25,795,268.77	0.00	0.00	(1,130.00)	381,466.95	0.00
363	DRUG TASK FORCE	779,117.79	283,578.46	335,746.30	0.00	0.00	0.00	1,443.29	725,506.66
364	DISTRICT ATTORNEY	229,955.02	20,649.08	23,150.41	0.00	0.00	0.00	206.49	227,247.20
365	SMOKY MTN TOURISM BOARD	0.00	4,209,804.33	4,167,706.30	0.00	0.00	0.00	42,098.03	0.00
999	TRUSTEE'S OFFICE	0.00	0.00	0.00	0.00	0.00	0.00	25,951.62	(25,951.62)
22200	OVERPAYMENTS	0.00	25,951.62	0.00	0.00	0.00	0.00	0.00	25,951.62
28310	UNDISTRIBUTED TAXES	0.00	0.00	0.00	(66,020.00)	(65,966.00)	0.00	0.00	(54.00)
29900	FEE/COMMISSION	0.00	3,497,155.49	0.00	0.00	3,497,155.49	0.00	(3,497,155.49)	0.00
		160,611,184.98	381,922,550.36	395,157,037.19	25,681,476.09	3,431,189.49	(10,231.56)	26,886.24	166,113,174.58

Summary of Assets Beginning Balances		*Debits / Credits*				*Summary of Assets Ending Balances*	
INVESTMENT ACCOUNTS	57,409,701.76	19,980,685.74	(+)	31,557,640.06	(-)	**INVESTMENT ACCOUNTS**	45,832,747.44
CASH	3,800.00	97,361,598.14	(+)	97,361,598.14	(-)	**CASH**	3,800.00
BANK ACCOUNTS	103,197,640.22	661,411,190.84	(+)	644,332,603.92	(-)	**BANK ACCOUNTS**	120,276,227.14
ACCOUNTS RECEIVABLE	0.00	0.00	(+)	0.00	(-)	**ACCOUNTS RECEIVABLE**	0.00
BAD CHECKS	43.00	3,390.11	(+)	3,033.11	(-)	**BAD CHECKS**	400.00
CREDIT CARD FEES	0.00	0.00	(+)	0.00	(-)	**CREDIT CARD FEES**	0.00
Total	160,611,184.98	778,756,864.83	(+)	773,254,875.23	(-)	**Total**	166,113,174.58

Property Tax Summary

	Debits (-)	Credits (+)	Total
Current Year	83,879.83	102,951,201.44	102,867,321.61
Prior Year	409,052.69	1,497,717.17	1,088,664.48
Bankruptcy	117.85	62,218.67	62,100.82
Interest	42,332.50	275,491.28	233,158.78

This report is submitted in accordance with requirements of section 5-8-505 and 67-5-1902 Tennessee Code, annoted and to the best of my knowledge and belief, accurately reflects transactions of this office July 01, 2023 through June 30, 2024.

Signature: _____ Title: _____ July 17, 2024

Legislation Details (With Text)

File #:	24-193	**Version:**	1	**Name:**	
Type:	Report			**Status:**	Agenda Ready
File created:	8/1/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	July 2024 Financial Reports. (INFORMATION ONLY)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	ARPA Utility Project Update July 2024 ARPA Tracking 7.31.24 FY24.25 Capital Exhibit Master July 2024 Expense Report July 2024 Revenue Report YTD Expense Report as of July 31 2024 YTD Revenue Report as of July 31 2024 US Bank Report July 2024				

Date	Ver.	Action By	Action	Result

July 2024 Financial Reports. (INFORMATION ONLY)

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ARPA Utility Projects Monthly Update – July 2024

- The Tuckaleechee Utility District (TUD) Water System project was awarded a competitive TDEC grant and a contract has been signed with the state. Contractors have been prequalified for the project and work on the bid package is in progress. This project is now funded by both TDEC and the County's direct American Rescue Plan (ARP) allocation.

- The South Blount County Utility District (SBCUD) Chilhowee View Road Water Main Project that started in December of 2023 is at substantial completion. Horizon Underground, LLC was awarded the contract for the Tuckaleechee Pike Water Main Project. A notice to proceed for the second SBCUD project was issued in mid-July. These projects are funded by the County's direct ARP allocation.

- Work on the Knox Chapman Utility District (KCUD) Upgrade is in the design and permitting phase with 60% of the design completed. The utility is working on obtaining easements. This project is funded by both TDEC and the County's direct ARP allocation.

- Blount County, on behalf of the City of Friendsville, requested project scope changes to better align community needs and grant requirements. TDEC approval of the changes is pending. This project is funded by the County's direct ARP allocation as well funding from TDEC and the City of Friendsville.

- Blount County, working with SBCUD, is requesting project scope changes to the Town of Louisville project. The scope changes will be submitted to TDEC. This project is funded by both TDEC and the County's direct ARP allocation.

Blount County ARPA Fund Tracking

Item	Funds Authorized	Funds Received - YTD	Total Project Need	Funds Previously Appropriated	Balance
Original ARPA Fund Allocation	$25,850,784	$25,850,784			
Tennessee Department of Environment and Conservation Allocation (includes Friendsville)	$7,249,412				
LATCF Allocation	$310,809	$310,809			
ARPA Interest	$2,500,000	$2,368,111			
Blount County Utility Projects					
5a. South Blount Utility District ARPA (812)			$6,770,733	$6,770,733	$0
5b. Knox Chapman Utility District ARPA (813)			$2,800,000	$2,800,000	$0
5c. Tuckaleechee Utility District ARPA (814)			$6,750,000	$6,750,000	$0
5d. City of Friendsville ARPA (815)			$3,785,000	$3,785,000	$0
Eagleton Community Ballpark Renovation (821)			$17,624,019	$17,624,019	$0
Health & Public Safety			$2,000,000	$480,000	$1,520,000
Administration (Digitization, Grant & Procurement)			$1,069,166	$1,069,166	($0)
Totals	**$35,911,005**	**$28,529,704**	**$40,798,918**	**$39,278,918**	**$1,520,000**

Fund Balance After Project Need	**($4,887,913)**
Fund Balance After Appropriation	**($3,367,913)**
Fund Balance After Appropriation and Current Request	**($4,887,913)**

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CAPITAL EXHIBIT

Category Definitions		
	A:	Items already funded to remain funded until complete
	B:	New items to fund as part of the FY 2024-25
	C:	Prioritized capital items not yet supported by current funding levels
	D:	Identified capital items that need to be prioritized

Highlighted areas updated items for July 2024

	Department	Fund	Capital Item	Target FY	Dept. Request	Recommended	Actual	Category
1	BCSO	189	Adult Security System	FY 24/25	$ 99,000.00	$ -	$ -	A
2	Highway	176	Facility Air Curtain Housing	FY 22/23	$ 40,000.00	$ 40,000.00	$ -	A
3	Highway	176	County Traffic Signal Modernization - Phase 1	FY 21/22	$ 37,500.00	$ 37,500.00	$ 37,500.00	A
4	Highway	131	Hwy Bridges repairs	FY 22/23	$ 2,120,000.00	$ 2,120,000.00	$ 588,045.37	A
5	Highway	176	Operations Center Building Grounding and Generator	FY 22/23	$ 810,000.00	$ -	$ 800,000.00	A
6	Highway	176	Stock Creek Infrastructure	FY 22/23	$ 500,000.00	$ 500,000.00	$ 117,334.00	A
7	Highway	176	Facility Fire Line Installation	FY 22/23	$ 100,000.00	$ 100,000.00	$ 41,879.79	A
8	Maintenance	189	Upgrade HVAC control software system	FY 22/23	$ 350,000.00	$ 350,000.00	obligated	A
9	Planning & Dev	189	Development Vehicles 3 Ford F150	FY 24/25	$ 144,000.00	$ -	$ -	A
10	Schools	141	HMS - practice baseball field	FY 21/22	$ 175,000.00	$ 175,000.00	$ 179,800.00	A
11	Schools	141	WBHS - new concession & bathroom facility for softball	FY 21/22	$ 383,500.00	$ 383,500.00	$ 383,500.00	A
12	Schools	142	ESSER 3 capital- HVAC systems/carpet flooring replacements districtwide	FY 22/23	$ 2,461,000.00	$ 2,461,000.00	$ 179,995.00	A
13	Schools	141	HHS - new turf football field & track	FY 22/23	$ 2,109,000.00	$ 2,109,000.00	$ 2,109,000.00	A
14	Schools	141	WBHS - new turf football field & track	FY 22/23	$ 2,109,000.00	$ 2,109,000.00	$ 2,109,000.00	A
15	Schools	177	HHS new lights baseball & softball fields	FY 22/23	$ 192,000.00	$ -	$ 192,000.00	A
16	Schools	177	HMS - roof replacement	FY 22/23	$ 173,500.00	$ 172,500.00	$ 165,244.00	A
17	Schools	177	Roof Replacement FES/Awning CMS	FY 22/23	$ 242,200.00	$ 40,000.00	$ 40,000.00	A
18	Schools	177	HHS - renovations to classrooms in main building	FY 22/23	$ 108,000.00	$ 108,000.00	$ 108,000.00	A
19	Schools 141	141	Miscellaneous HVAC equipment & parts	FY 22/23	$ 100,000.00	$ 100,000.00	$ 23,447.22	A
20	Schools 141	141	New doors, hardware, and locks for school buildings	FY 22/23	$ 65,000.00	$ 65,000.00	$ -	A
21	Schools 141	141	Custodial equipment (Floor scrubbers, vacuums, etc)	FY 22/23	$ 50,000.00	$ 50,000.00	$ 7,870.20	A
22	Schools 141	141	Maintenance equipment (Heavy equip attachements, etc)	FY 22/23	$ 48,000.00	$ 48,000.00	$ -	A
23	BCSO	189	Security upgrades for jail/juvenile	FY 24/25	$ 233,310.00	$ 233,310.00	$ -	B
24	BCSO	189	2 K-9S	FY 24/25	$ 20,000.00	$ -	$ -	B
25	Chancery Court	189	Chancery Swipers	FY 24/25	$ 7,000.00	$ -	$ -	B
26	Highway	176	Facility commercial kitchen, offices	FY 22/23	$ 600,000.00	$ 600,000.00	$ -	B
27	Highway	176	F550 Shop Truck	FY 23/24	$ 79,470.00	$ 79,470.00	$ -	B
28	Highway	176	GPR	FY 23/24	$ 18,000.00	$ 18,000.00	$ -	B
29	Highway	176	Radius Grinder Tool(10k moved to for 4 Ford 150) 10/3/23	FY 23/24	$ 2,000.00	$ -	$ -	B
30	Information Technology	189	IT Servers	FY 24/25	$ 102,000.00	$ -	$ -	B
31	Maintenance	189	Courthouse 1976 Elevator Update ADA	FY 23/24	$ 200,000.00	$ -	reappropriate	B
32	Maintenance	189	Animal Center New Roof	FY 23/24	$ 88,400.00	$ -	$ -	B
33	Maintenance	189	Courthouse Replace 2nd Floor Fire Escape	FY 23/24	$ 47,000.00	$ -	$ -	B
34	Maintenance	189	Courthouse Replace Handrails ADA	FY 23/24	$ 26,300.00	$ 26,300.00	$ -	B
35	Maintenance	189	Health Dept Roof Screws Replaced	FY 23/24	$ 6,500.00	$ -	$ -	B
36	Maintenance	112	Replace Jail Locks	FY 24/25	$ 127,281.00	$ -	$ -	B
37	Maintenance	189	Justice Center ADA Bathrooms	FY 24/25	$ 150,000.00	$ -	reappropriate	B
38	Maintenance	189	Courthouse Exterior	FY 24/25	$ 100,000.00	$ -	$ -	B
39	Maintenance	189	Library Exterior	FY 24/25	$ 100,000.00	$ -	$ -	B
40	Maintenance	189	Courhouse Plumbing	FY 24/25	$ 350,000.00	$ -	$ -	B
41	Planning & Dev	101	Vehicles 6 Ford F150 CC 4 x 4 Trucks	FY 24/25	$ 288,000.00	$ -	$ -	B

42	**Schools**	141	HHS CTE, WBHS CTE, Rockford - Classroom Furniture	FY 23/24	$ 802,500.00	$ 802,500.00	$ 513,228.05	B
43	**Schools**	141	Maintenance & Custodial Equipment, Utility Vehicle	FY 23/24	$ 275,000.00	$ 275,000.00	$ -	B
44	**Schools**	141	Renovations	FY 23/24	$ 235,000.00	$ 235,000.00	$ -	B
45	**Schools**	141	Various Schools - HVAC Replacements	FY 23/24	$ 150,000.00	$ 150,000.00	$ -	B
46	**Schools**	141	Contingency	FY 23/24	$ 100,000.00	$ 100,000.00	$ -	B
47	**Schools**	141	Architect/Engineering Fees	FY 23/24	$ 23,000.00	$ 23,000.00	$ -	B
48	**Schools**	142	ESSER 3 Capital - ECCA HVAC Replacments	FY 23/24	$ 400,000.00	$ 400,000.00	$ 347,800.00	B
49	**Schools**	142	ESSER 3 Capital - Various Schools, Remove Carpet & Replace with LVP	FY 23/24	$ 400,000.00	$ 400,000.00	$ -	B
50	**Schools**	142	ESSER 3 Capital - Various Schools, Change Distribution Pumps to VFD	FY 23/24	$ 200,000.00	$ 200,000.00	$ -	B
51	**Schools**	177	WBHS - Renovations for CTE classrooms & building	FY 23/24	$ 4,300,000.00	$ 4,300,000.00	$ -	B
52	**Schools**	177	WBHS - Roof Repair/Replacement	FY 23/24	$ 1,047,000.00	$ 1,047,000.00	$ 67,500.00	B
53	**Schools**	177	Walland Gym - Roof Repair/Replacment	FY 23/24	$ 500,000.00	$ 101,410.00	$ 101,410.00	B
54	**Schools**	177	Various Schools - HVAC Controls	FY 23/24	$ 350,000.00	$ 350,000.00	$ -	B
55	**Schools**	177	Contingency	FY 23/24	$ 300,000.00	$ 300,000.00	$ -	B
56	**Schools**	177	Friendsville Gym - Roof Repair/Replacement	FY 23/24	$ 150,000.00	$ 150,000.00	$ 303,076.00	B
57	**Schools**	177	Middlesettlements - Secure Entry	FY 23/24	$ 100,000.00	$ 100,000.00	????	B
58	**Schools**	177	Architect & Engineering Fees	FY 23/24	$ 100,000.00	$ 100,000.00	$ 53,000.00	B
59	**Schools**	177	Heritage High - Classroom Renovations, Wing 2 Upstairs	FY 23/24	$ -	$ -	$ -	B
60	**Schools**	177	William Blount - Classroom Renivations, Upstairs	FY 23/24	$ -	$ -	$ -	B
61	**Animal Center**	101	BCAC Expansion(1-Cat Room/Lobby, 2-Garage/New Storage, 3-Kennel Exp, 4-Office	FY 24/25	$ 4,896,977.00	$ -	$ -	C
62	**BCSO**	101	New desks and furniture - 24 yr old equip	FY 23/24	$ 50,000.00	$ -	$ -	C
63	**BCSO**	189	Security system upgrades for juvenile	FY 23/24	$ 150,000.00	$ -	$ -	C
64	**BCSO**	101	project	FY 24/25	$ 73,495.00	$ -	$ -	C
65	**BCSO**	101	AED's - EMR end of life replacement	FY 24/25	$ 40,000.00	$ -	$ -	C
66	**BCSO**	101	28 Carbine rifles	FY 24/25	$ 83,000.00	$ -	$ -	C
67	**BCSO**	101	Otto Lynq Pro individual accountability device for special teams on scene	FY 24/25	$ 24,000.00	$ -	$ -	C
68	**BCSO**	101	LRAD portable/tactical public address system	FY 24/25	$ 22,000.00	$ -	$ -	C
69	**BCSO**	101	Pepperball Gun	FY 24/25	$ 6,000.00	$ -	$ -	C
70	**BCSO**	101	Bosch cables and readers	FY 24/25	$ 13,910.00	$ -	$ -	C
71	**BCSO**	101	Video System for Roll Call Room	FY 24/25	$ 20,000.00	$ -	$ -	C
72	**BCSO**	112	Jail Locks - Phase 3	FY 24/25	$ 127,281.00	$ -	$ -	C
73	**BCSO**	101	Tasers	FY 24/25	$ 149,400.00	$ -	$ -	C
74	**Highway**	176	Expansion	FY 23/24	$ 300,000.00	$ -	$ -	C
75	**Highway**	176	4 Ford Explorers	FY 23/24	$ 154,952.00	$ -	$ -	C
76	**Highway**	176	Trench Roller for paving	FY 24/25	$ 39,000.00	$ -	$ -	C
77	**Highway**	176	Trench Compactor	FY 24/25	$ 45,000.00	$ -	$ -	C
78	**Highway**	176	Mini Excavator	FY 24/25	$ 200,000.00	$ -	$ -	C
79	**Highway**	176	Safety Basket for setting out traffic cones	FY 24/25	$ 13,632.00	$ -	$ -	C
80	**Highway**	176	Walk-behind Paint Striper	FY 24/25	$ 22,000.00	$ -	$ -	C
81	**Highway**	176	Trailer to haul Paint Striper	FY 24/25	$ 5,000.00	$ -	$ -	C
82	**Highway**	176	Float with Fold Down Ramp	FY 24/25	$ 45,000.00	$ -	$ -	C
83	**Highway**	176	Skid Steer for Projects	FY 24/25	$ 105,330.00	$ -	$ -	C
84	**Highway**	176	Asphalt Hot Mix Patch Trailer	FY 24/25	$ 56,860.00	$ -	$ -	C
85	**Highway**	176	Ti-Axle Dump Truck for hauling material	FY 24/25	$ 245,775.00	$ -	$ -	C
86	**Highway**	176	Shop Truck with service Bed for Vehicle Maint	FY 24/25	$ 79,470.00	$ -	$ -	C
87	**Highway**	176	Two passenger Golf Cart(s) for events	FY 24/25	$ 28,000.00	$ -	$ -	C
88	**Highway**	176	Engineer Survey and Technology Equipment	FY 24/25	$ 68,667.00	$ -	$ -	C
89	**Highway**	176	Sign Precision Materials Cutter	FY 24/25	$ 6,000.00	$ -	$ -	C
90	**Information Technology**	112	Justice Center Network Upgrades	FY 22/23	$ 90,000.00	$ 37,281.40	$ -	C

91	**Information Technology**	127	Justice Center Fiber Loop	FY 22/23	Unknown	$ -	$ -	C
92	**Library**	N/A	Replace and Repair masonry	FY 24/25	N/A	$ -	$ -	C
93	**Library**	N/A	Lower Level of Library	FY 24/25	N/A	$ -	$ -	C
94	**Library/Maintenance**	189	Library Carpet Replace	FY 24/25	$ 350,000.00	$ -	$ -	C
95	**Maintenance**	189	Health Dept Facia Repair/Replace	FY 23/24	$ 55,250.00	$ -	$ -	C
96	**Maintenance**	189	Health Department HVAC Change Outs	FY 23/24	$ 50,000.00	$ -	$ -	C
97	**Parks & Rec**	189	Everett Football Field	FY 23/24	$ 220,000.00	$ -	$ -	C
98	**Schools**	141	Fairview Gym Floor Replacement	FY 24/25	$ 225,000.00	$ -	$ -	C
99	**Schools**	141	Middlesettlements - Gym Floor Replacement	FY 24/25	$ 150,000.00	$ 173,387.00	$ -	C
100	**Schools**	141	WB 9th Gym Floor Replacement	FY 24/25	$ 300,000.00	$ -	$ -	C
101	**Schools**	141	District Copiers	FY 24/25	$ 17,500.00	$ -	$ -	C
102	**Schools**	141	Furniture High Schools (CTE, Misc)	FY 24/25	$ 350,000.00	$ -	$ -	C
103	**Schools**	141	HVAC individual Unit Replacement	FY 24/25	$ 550,000.00	$ -	$ -	C
104	**Schools**	141	HHS Track Resurface	FY 24/25	$ 550,000.00	$ -	$ -	C
105	**Schools**	141	WB HS Track Resurface	FY 24/25	$ 550,000.00	$ -	$ -	C
106	**Schools**	141	Middlesettlements Bleachers	FY 24/25	$ 70,000.00	$ 64,698.42	$ -	C
107	**Schools**	141	HHS Visitor Football Bleachers	FY 24/25	$ 90,000.00	$ 91,163.00	$ -	C
108	**Schools**	141	Facilities Building Study	FY 24/25	$ 75,000.00	$ -	$ -	C
109	**Schools**	141	Architect & Engineering Fees	FY 24/25	$ 30,000.00	$ -	$ -	C
110	**Schools**	141	Contingency	FY 24/25	$ 100,000.00	$ -	$ -	C
111	**Schools**	177	HHS Wing 2 upstairs (LED lights, paint, lockers removed)	FY 24/25	$ 300,000.00	$ -	$ -	C
112	**Schools**	177	WBHS 2nd floor (LED lights, paint, lockers removed)	FY 24/25	$ 400,000.00	$ -	$ -	C
113	**Schools**	177	HHS Auditorium (Curtains, lighting, sound, seating)	FY 24/25	$ 750,000.00	$ -	$ -	C
114	**Schools**	177	WBHS Auditorium (Curtains, lighting, sound, seating)	FY 24/25	$ 750,000.00	$ -	$ -	C
115	**Schools**	177	HHS Convert Planetarium to Spark and ABC	FY 24/25	$ 450,000.00	$ -	$ -	C
116	**Schools**	177	HHS Commons Area Bathroom Renovation	FY 24/25	$ 100,000.00	$ -	$ -	C
117	**Schools**	177	WBHS Commons Area Bathroom Renovation	FY 24/25	$ 100,000.00	$ -	$ -	C
118	**Schools**	177	HHS Handicap Stadium Access & Seating Football	FY 24/25	$ 300,000.00	$ -	$ -	C
119	**Schools**	177	WBHS Handicap Stadium Access & Seating Football	FY 24/25	$ 300,000.00	$ -	$ -	C
120	**Schools**	177	HMS Lighting LED	FY 24/25	$ 400,000.00	$ -	$ -	C
121	**Schools**	177	CO Lighting LED	FY 24/25	$ 15,000.00	$ -	$ -	C
122	**Schools**	177	ECCA Lighting LED	FY 24/25	$ 100,000.00	$ -	$ -	C
123	**Schools**	177	WES Main Bldg New Roof	FY 24/25	$ 1,200,000.00	$ -	$ -	C
124	**Schools**	177	CMS Roof renovation	FY 24/25	$ 350,000.00	$ -	$ -	C
125	**Schools**	177	ECCA Roof renovation (full seal)	FY 24/25	$ 500,000.00	$ -	$ -	C
126	**Schools**	177	WB 9th HVAC Replacements	FY 24/25	$ 700,000.00	$ -	$ -	C
127	**Schools**	177	UGMS HVAC Controls	FY 24/25	$ 375,000.00	$ -	$ -	C
128	**Schools**	177	HMS HVAC Controls	FY 24/25	$ 375,000.00	$ -	$ -	C
129	**Schools**	177	SESI HVAC Controls	FY 24/25	$ 25,000.00	$ -	$ -	C
130	**Schools**	177	CMS Replace fire and freezer alarm system	FY 24/25	$ 450,000.00	$ 229,745.00	$ -	C
131	**Schools**	177	District flooring	FY 24/25	$ 100,000.00	$ -	$ -	C
132	**Schools**	177	Architect & Engineering Fees	FY 24/25	$ 162,000.00	$ -	$ -	C
133	**Schools**	177	Contingency	FY 24/25	$ 804,000.00	$ -	$ -	C
134	**BCSO**	101	Cold weather gear for Special Teams	FY 22/23	$ 40,000.00	$ -	$ -	D
135	**BCSO**	101	Fire Suppression Tool (FST) $1000*22	FY 22/23	$ 22,000.00	$ -	$ -	D
136	**BCSO**	101	Advanced Tactical Equipment(cameras & gear)	FY 22/23	$ 20,000.00	$ -	$ -	D
137	**BCSO**	101	BSORT replacement equipment	FY 22/23	$ 10,000.00	$ -	$ -	D
138	**BCSO**	101	Crime Scene Equipment	FY 22/23	$ 10,000.00	$ -	$ -	D
139	**BCSO**	189	Security upgrades for jail/juvenile	FY 22/23	$ 40,000.00	$ 25,369.50	$ -	D
140	**BCSO**	122	Track extension	FY 23/24	Unknown	$ -	$ -	D
141	**BCSO**	101	Angel Armor-protective armor for vehicles	FY 24/25	$ 50,000.00	$ -	$ -	D

142	**Highway**	176	County Traffic Signal Modernization-Fairview/ONFerry	FY 22/23	Unknown	$ -	$ -	D
143	**Highway**	176	County Traffic Signal Modernization-WB/County Farm	FY 22/23	Unknown	$ -	$ -	D
144	**Highway**	176	County Traffic Signal Modernization-Ebroadway/DefoeCir	FY 23/24	Unknown	$ -	$ -	D
145	**Highway**	176	County Traffic Signal Modernization-WB/Big Springs	FY 23/24	Unknown	$ -	$ -	D
146	**Highway**	176	County Traffic Signal Modernization-WB/Morganton	FY 23/24	Unknown	$ -	$ -	D
147	**Library**	115	Window Tint for three Skylights	FY 22/23	$ 8,000.00	$ -	$ -	D
148	**Library**	115	Replace all electrical floor box covers	FY 22/23	$ 4,368.00	$ -	$ -	D
149	**Library**	115	Replace Learning Lab Door w/Push Bar	FY 22/23	$ 2,000.00	$ -	$ -	D
150	**Library**	115	Sun Screen Fabric Inserts for High Windows	FY 22/23	$ 1,800.00	$ -	$ -	D
151	**Library**	ing	Professional Fees for Design Building Repairs	FY 22/23	$ 100,000.00	$ -	$ -	D
152	**Library**	ing	Construction Administration for Building Repairs	FY 22/23	$ 32,000.00	$ -	$ -	D
153	**Library**	Capital	Window Tint for three Skylights	FY 23/24	$ 8,000.00	$ -	$ -	D
154	**Library**	bodies	Building Envelope repairs	FY 23/24	$ 1,000,000.00	$ -	$ -	D
155	**Library**	bodies	Curtain Wall Glass Replacement	FY 23/24	$ 250,000.00	$ -	$ -	D
156	**Library**	N/A	Design and replace flooring across the library	FY 23/24	N/A	$ -	$ -	D
157	**Maintenance**	189	Replumb 1954 side of Courthouse	FY 23/24	$ 313,000.00	$ -	$ -	D
158	**Maintenance**	189	Rekey Courthouse	FY 24/25	$ 260,000.00	$ -	$ -	D
159	**Maintenance**	189	Replace Door Hardware at Justice Center	FY 24/25	$ 150,000.00	$ -	$ -	D

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-51100-519100-00000-000-00000-0000-10-00000 Board and Committee Members	.00	8,505.00	.00	8,505.00	8,505.00
101-51100-520100-00000-000-00000-0000-10-00000 Social Security	.00	527.31	.00	527.31	527.31
101-51100-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	123.27	.00	123.27	123.27
101-51100-530700-00000-000-00000-0000-10-00000 Communication	.00	667.44	.00	667.44	667.44
101-51100-532000-00000-000-00000-0000-10-00000 Dues and Memberships	.00	2,200.00	.00	2,200.00	2,200.00
101-51100-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	8.37	.00	8.37	8.37
101-51100-533200-00000-000-00000-0000-10-00000 Legal Notices and Recording Co	.00	234.00	.00	234.00	234.00
101-51100-549900-00000-000-00000-0000-10-00000 Other Supplies and Materials	.00	9.99	.00	9.99	9.99
101-51210-519100-00000-000-00000-0000-10-00000 Board and Committee Members	.00	645.00	.00	645.00	645.00
101-51210-520100-00000-000-00000-0000-10-00000 Social Security	.00	39.99	.00	39.99	39.99
101-51210-521000-00000-000-00000-0000-10-00000 Unemployment Compensation	.00	.36	.00	.36	.36
101-51210-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	9.35	.00	9.35	9.35
101-51300-510100-00000-000-00000-0000-10-00000 County Official	.00	13,959.94	.00	13,959.94	13,959.94
101-51300-516100-00000-000-00000-0000-10-00000 Secretary	.00	5,770.00	.00	5,770.00	5,770.00
101-51300-516200-00000-000-00000-0000-10-00000 Clerical Personnel	.00	3,474.66	.00	3,474.66	3,474.66
101-51300-520100-00000-000-00000-0000-10-00000 Social Security	.00	1,391.08	.00	1,391.08	1,391.08
101-51300-520400-00000-000-00000-0000-10-00000 State Retirement	.00	1,361.37	.00	1,361.37	1,361.37
101-51300-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	14.38	.00	14.38	14.38
101-51300-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	3,321.00	.00	3,321.00	3,321.00
101-51300-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	70.08	.00	70.08	70.08
101-51300-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	325.32	.00	325.32	325.32
101-51300-530700-00000-000-00000-0000-10-00000 Communication	.00	1,285.70	.00	1,285.70	1,285.70
101-51300-534900-00000-000-00000-0000-10-00000 Printing Stationery and Forms	.00	30.00	30.00	.00	.00
101-51300-535600-00000-000-00000-0000-10-00000 Tuition	.00	200.00	.00	200.00	200.00
101-51310-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	7,589.60	.00	7,589.60	7,589.60
101-51310-516200-00000-000-00000-0000-10-00000 Clerical Personnel	.00	14,323.91	.00	14,323.91	14,323.91
101-51310-518700-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Overtime Pay 101-51310-520100-00000-000-00000-0000-10-00000	.00	96.31	.00	96.31	96.31
Social Security 101-51310-520400-00000-000-00000-0000-10-00000	.00	1,290.38	.00	1,290.38	1,290.38
State Retirement 101-51310-520600-00000-000-00000-0000-10-00000	.00	1,462.83	.00	1,462.83	1,462.83
Life Insurance ER Cost 101-51310-520700-00000-000-00000-0000-10-00000	.00	19.74	.00	19.74	19.74
Health Insurance ER Cost 101-51310-520800-00000-000-00000-0000-10-00000	.00	4,583.50	.00	4,583.50	4,583.50
Dental Insurance ER Cost 101-51310-521200-00000-000-00000-0000-10-00000	.00	105.12	.00	105.12	105.12
Employer Medicare Cost 101-51310-530700-00000-000-00000-0000-10-00000	.00	301.79	.00	301.79	301.79
Communication 101-51310-531200-00000-000-00000-0000-10-00000	.00	2,012.40	.00	2,012.40	2,012.40
Contracts with Private Agencie 101-51310-533000-00000-000-00000-0000-10-00000	.00	222.62	.00	222.62	222.62
Lease Payments 101-51310-539900-00000-000-00000-0000-10-00000	.00	13.25	.00	13.25	13.25
Other Contracted Services 101-51310-542900-00000-000-00000-0000-10-00000	.00	390.44	.00	390.44	390.44
Instructional Supplies and Mat 101-51500-510100-00000-000-00000-0000-10-00000	.00	20,813.88	.00	20,813.88	20,813.88
County Official 101-51500-516200-00000-000-00000-0000-10-00000	.00	8,240.84	.00	8,240.84	8,240.84
Clerical Personnel 101-51500-516800-00000-000-00000-0000-10-00000	.00	9,913.68	.00	9,913.68	9,913.68
Temporary Personnel 101-51500-516900-00000-000-00000-0000-10-00000	.00	1,429.72	.00	1,429.72	1,429.72
Part time Personnel 101-51500-518700-00000-000-00000-0000-10-00000	.00	1,039.96	.00	1,039.96	1,039.96
Overtime Pay 101-51500-519200-00000-000-00000-0000-10-00000	.00	411.21	.00	411.21	411.21
Election Commission 101-51500-519300-00000-000-00000-0000-10-00000	.00	1,938.50	.00	1,938.50	1,938.50
Election Workers 101-51500-520100-00000-000-00000-0000-10-00000	.00	7,347.00	60.00	7,287.00	7,287.00
Social Security 101-51500-520400-00000-000-00000-0000-10-00000	.00	1,714.49	3.72	1,710.77	1,710.77
State Retirement 101-51500-520600-00000-000-00000-0000-10-00000	.00	1,093.77	.00	1,093.77	1,093.77
Life Insurance ER Cost 101-51500-520700-00000-000-00000-0000-10-00000	.00	16.64	.00	16.64	16.64
Health Insurance ER Cost 101-51500-520800-00000-000-00000-0000-10-00000	.00	4,698.00	.00	4,698.00	4,698.00
Dental Insurance ER Cost 101-51500-521000-00000-000-00000-0000-10-00000	.00	93.44	.00	93.44	93.44
Unemployment Compensation 101-51500-521200-00000-000-00000-0000-10-00000	.00	35.45	.18	35.27	35.27
Employer Medicare Cost 101-51500-530700-00000-000-00000-0000-10-00000	.00	400.92	.86	400.06	400.06
Communication	.00	2,726.76	.00	2,726.76	2,726.76

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-51500-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	98.16	.00	98.16	98.16
101-51500-533200-00000-000-00000-0000-10-00000 Legal Notices and Recording Co	.00	731.25	.00	731.25	731.25
101-51500-533300-00000-000-00000-0000-10-00000 Licenses	.00	13,419.12	.00	13,419.12	13,419.12
101-51500-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	2,097.56	.00	2,097.56	2,097.56
101-51600-510100-00000-000-00000-0000-10-00000 County Official	.00	9,156.46	.00	9,156.46	9,156.46
101-51600-516200-00000-000-00000-0000-10-00000 Clerical Personnel	.00	31,010.80	.00	31,010.80	31,010.80
101-51600-520100-00000-000-00000-0000-10-00000 Social Security	.00	2,375.76	.00	2,375.76	2,375.76
101-51600-520400-00000-000-00000-0000-10-00000 State Retirement	.00	2,387.27	.00	2,387.27	2,387.27
101-51600-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	42.50	.00	42.50	42.50
101-51600-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	7,175.00	.00	7,175.00	7,175.00
101-51600-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	140.16	.00	140.16	140.16
101-51600-521000-00000-000-00000-0000-10-00000 Unemployment Compensation	.00	14.90	.00	14.90	14.90
101-51600-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	555.64	.00	555.64	555.64
101-51600-530700-00000-000-00000-0000-10-00000 Communication	.00	3,472.58	.00	3,472.58	3,472.58
101-51600-532000-00000-000-00000-0000-10-00000 Dues and Memberships	.00	1,167.00	.00	1,167.00	1,167.00
101-51600-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	16.13	.00	16.13	16.13
101-51600-571100-00000-000-00000-0000-10-00000 Funiture and Fixtures	.00	1,005.99	1,005.99	.00	.00
101-51710-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	7,983.30	.00	7,983.30	7,983.30
101-51710-514100-00000-000-00000-0000-10-00000 Foreman	.00	12,631.71	.00	12,631.71	12,631.71
101-51710-516100-00000-000-00000-0000-10-00000 Secretary	.00	6,199.80	.00	6,199.80	6,199.80
101-51710-518900-00000-000-00000-0000-10-00000 Other Salaries and Wages	.00	32,108.26	.00	32,108.26	32,108.26
101-51710-520100-00000-000-00000-0000-10-00000 Social Security	.00	3,566.76	.00	3,566.76	3,566.76
101-51710-520400-00000-000-00000-0000-10-00000 State Retirement	.00	4,065.71	.00	4,065.71	4,065.71
101-51710-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	57.32	.00	57.32	57.32
101-51710-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	7,635.00	.00	7,635.00	7,635.00
101-51710-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	210.24	.00	210.24	210.24
101-51710-521200-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Employer Medicare Cost 101-51710-530700-00000-000-00000-0000-10-00000	.00	834.18	.00	834.18	834.18
Communication 101-51710-532000-00000-000-00000-0000-10-00000	.00	7,543.01	.00	7,543.01	7,543.01
Dues and Memberships 101-51710-533200-00000-000-00000-0000-10-00000	.00	951.00	.00	951.00	951.00
Legal Notices and Recording Co 101-51710-539900-00000-000-00000-0000-10-00000	.00	93.21	.00	93.21	93.21
Other Contracted Services 101-51710-542500-00000-000-00000-0000-10-00000	.00	242.72	.00	242.72	242.72
Gasoline 101-51710-542900-00000-000-00000-0000-10-00000	.00	270.36	.00	270.36	270.36
Instructional Supplies and Mat 101-51710-573500-00000-000-00000-0000-10-00000	.00	96.94	.00	96.94	96.94
Health Equipment 101-51800-510500-00000-000-00000-0000-10-00000	.00	10.94	10.94	.00	.00
Supervisor/Director 101-51800-516600-00000-000-00000-0000-10-00000	.00	3,391.00	.00	3,391.00	3,391.00
Custodial Personnel 101-51800-516700-00000-000-00000-0000-10-00000	.00	17,009.45	.00	17,009.45	17,009.45
Maintenance Personnel 101-51800-516900-00000-000-00000-0000-10-00000	.00	18,488.45	.00	18,488.45	18,488.45
Part time Personnel 101-51800-518700-00000-000-00000-0000-10-00000	.00	3,080.00	.00	3,080.00	3,080.00
Overtime Pay 101-51800-520100-00000-000-00000-0000-10-00000	.00	284.03	.00	284.03	284.03
Social Security 101-51800-520400-00000-000-00000-0000-10-00000	.00	2,508.42	.00	2,508.42	2,508.42
State Retirement 101-51800-520600-00000-000-00000-0000-10-00000	.00	2,341.17	.00	2,341.17	2,341.17
Life Insurance ER Cost 101-51800-520700-00000-000-00000-0000-10-00000	.00	41.28	.00	41.28	41.28
Health Insurance ER Cost 101-51800-520800-00000-000-00000-0000-10-00000	.00	7,648.06	.00	7,648.06	7,648.06
Dental Insurance ER Cost 101-51800-521000-00000-000-00000-0000-10-00000	.00	197.56	.00	197.56	197.56
Unemployment Compensation 101-51800-521200-00000-000-00000-0000-10-00000	.00	8.39	.00	8.39	8.39
Employer Medicare Cost 101-51800-530700-00000-000-00000-0000-10-00000	.00	586.64	.00	586.64	586.64
Communication 101-51800-533400-00000-000-00000-0000-10-00000	.00	611.83	.00	611.83	611.83
Maintenance Agreements 101-51800-533500-00000-000-00000-0000-10-00000	.00	5,997.29	46.70	5,950.59	5,950.59
Maint. And Repair Svc - Buildi 101-51800-533600-00000-000-00000-0000-10-00000	.00	4,195.47	.00	4,195.47	4,195.47
Maint. And Repair Svc - Equipm 101-51800-542500-00000-000-00000-0000-10-00000	.00	1,255.49	.00	1,255.49	1,255.49
Gasoline 101-51800-543400-00000-000-00000-0000-10-00000	.00	84.90	.00	84.90	84.90
Natural Gas 101-51800-545200-00000-000-00000-0000-10-00000	.00	124.84	.00	124.84	124.84
Utilities	.00	9,990.07	.00	9,990.07	9,990.07

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-51900-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	7,377.30	.00	7,377.30	7,377.30
101-51900-520100-00000-000-00000-0000-10-00000 Social Security	.00	440.18	.00	440.18	440.18
101-51900-520400-00000-000-00000-0000-10-00000 State Retirement	.00	509.04	.00	509.04	509.04
101-51900-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	4.96	.00	4.96	4.96
101-51900-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	1,382.00	.00	1,382.00	1,382.00
101-51900-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
101-51900-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	102.94	.00	102.94	102.94
101-51900-530700-00000-000-00000-0000-10-00000 Communication	.00	675.96	.00	675.96	675.96
101-51910-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	4,581.50	.00	4,581.50	4,581.50
101-51910-518900-00000-000-00000-0000-10-00000 Other Salaries and Wages	.00	2,515.70	.00	2,515.70	2,515.70
101-51910-520100-00000-000-00000-0000-10-00000 Social Security	.00	416.47	.00	416.47	416.47
101-51910-520400-00000-000-00000-0000-10-00000 State Retirement	.00	489.71	.00	489.71	489.71
101-51910-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	6.64	.00	6.64	6.64
101-51910-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	1,382.00	.00	1,382.00	1,382.00
101-51910-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
101-51910-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	97.40	.00	97.40	97.40
101-51910-530700-00000-000-00000-0000-10-00000 Communication	.00	1,718.37	.00	1,718.37	1,718.37
101-51920-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	6,361.50	.00	6,361.50	6,361.50
101-51920-518900-00000-000-00000-0000-10-00000 Other Salaries and Wages	.00	4,318.11	.00	4,318.11	4,318.11
101-51920-520100-00000-000-00000-0000-10-00000 Social Security	.00	618.90	.00	618.90	618.90
101-51920-520400-00000-000-00000-0000-10-00000 State Retirement	.00	736.89	.00	736.89	736.89
101-51920-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	9.92	.00	9.92	9.92
101-51920-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	1,977.00	.00	1,977.00	1,977.00
101-51920-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	46.72	.00	46.72	46.72
101-51920-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	144.74	.00	144.74	144.74
101-51920-530700-00000-000-00000-0000-10-00000 Communication	.00	1,006.53	.00	1,006.53	1,006.53
101-51920-532000-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Dues and Memberships 101-51920-533000-00000-000-00000-0000-10-00000	.00	110.00	.00	110.00	110.00
Lease Payments 101-52100-510500-00000-000-00000-0000-10-00000	.00	373.73	.00	373.73	373.73
Supervisor/Director 101-52100-511900-00000-000-00000-0000-10-00000	.00	4,556.10	.00	4,556.10	4,556.10
Accountants and Bookkeepers 101-52100-520100-00000-000-00000-0000-10-00000	.00	31,369.84	.00	31,369.84	31,369.84
Social Security 101-52100-520400-00000-000-00000-0000-10-00000	.00	2,140.58	.00	2,140.58	2,140.58
State Retirement 101-52100-520600-00000-000-00000-0000-10-00000	.00	1,943.81	.00	1,943.81	1,943.81
Life Insurance ER Cost 101-52100-520700-00000-000-00000-0000-10-00000	.00	31.39	.00	31.39	31.39
Health Insurance ER Cost 101-52100-520800-00000-000-00000-0000-10-00000	.00	5,222.03	.00	5,222.03	5,222.03
Dental Insurance ER Cost 101-52100-521200-00000-000-00000-0000-10-00000	.00	102.55	.00	102.55	102.55
Employer Medicare Cost 101-52100-530700-00000-000-00000-0000-10-00000	.00	500.61	.00	500.61	500.61
Communication 101-52100-535500-00000-000-00000-0000-10-00000	.00	3,179.64	.00	3,179.64	3,179.64
Travel 101-52200-510500-00000-000-00000-0000-10-00000	.00	216.00	.00	216.00	216.00
Supervisor/Director 101-52200-512200-00000-000-00000-0000-10-00000	.00	7,215.30	.00	7,215.30	7,215.30
Purchasing Personnel 101-52200-518700-00000-000-00000-0000-10-00000	.00	19,727.23	.00	19,727.23	19,727.23
Overtime Pay 101-52200-520100-00000-000-00000-0000-10-00000	.00	115.04	.00	115.04	115.04
Social Security 101-52200-520400-00000-000-00000-0000-10-00000	.00	1,626.26	.00	1,626.26	1,626.26
State Retirement 101-52200-520600-00000-000-00000-0000-10-00000	.00	1,866.98	.00	1,866.98	1,866.98
Life Insurance ER Cost 101-52200-520700-00000-000-00000-0000-10-00000	.00	24.70	.00	24.70	24.70
Health Insurance ER Cost 101-52200-520800-00000-000-00000-0000-10-00000	.00	1,949.00	.00	1,949.00	1,949.00
Dental Insurance ER Cost 101-52200-521200-00000-000-00000-0000-10-00000	.00	70.08	.00	70.08	70.08
Employer Medicare Cost 101-52200-530700-00000-000-00000-0000-10-00000	.00	380.34	.00	380.34	380.34
Communication 101-52200-535500-00000-000-00000-0000-10-00000	.00	2,795.54	.00	2,795.54	2,795.54
Travel 101-52220-530700-00000-000-00000-0000-10-00000	.00	9.78	.00	9.78	9.78
Communication 101-52220-530800-00000-000-00000-0000-10-00000	.00	8,105.45	105.45	8,000.00	8,000.00
Consultant 101-52220-530900-00000-000-00000-0000-10-00000	.00	26,285.12	.00	26,285.12	26,285.12
Contracts with Govt Agencies 101-52220-532000-00000-000-00000-0000-10-00000	.00	51,000.00	1,000.00	50,000.00	50,000.00
Dues and Memberships	.00	32,063.88	.00	32,063.88	32,063.88

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-52220-533200-00000-519-00000-0000-10-00000 Legal Notices and Recording Co	.00	74,192.00	.00	74,192.00	74,192.00
101-52300-510100-00000-000-00000-0000-10-00000 County Official	.00	9,156.46	.00	9,156.46	9,156.46
101-52300-510300-00000-000-00000-0000-10-00000 Assistant	.00	46,500.11	.00	46,500.11	46,500.11
101-52300-516200-00000-000-00000-0000-10-00000 Clerical Personnel	.00	17,700.39	.00	17,700.39	17,700.39
101-52300-520100-00000-000-00000-0000-10-00000 Social Security	.00	4,238.49	.00	4,238.49	4,238.49
101-52300-520400-00000-000-00000-0000-10-00000 State Retirement	.00	4,834.43	.00	4,834.43	4,834.43
101-52300-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	78.62	.00	78.62	78.62
101-52300-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	14,618.00	.00	14,618.00	14,618.00
101-52300-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	256.96	.00	256.96	256.96
101-52300-521000-00000-000-00000-0000-10-00000 Unemployment Compensation	.00	8.81	.00	8.81	8.81
101-52300-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	991.27	.00	991.27	991.27
101-52300-530700-00000-000-00000-0000-10-00000 Communication	.00	6,438.10	.00	6,438.10	6,438.10
101-52300-531200-00000-000-00000-0000-10-00000 Contracts with Private Agencie	.00	22,248.00	.00	22,248.00	22,248.00
101-52300-531700-00000-000-00000-0000-10-00000 Data Processing Services	.00	4,790.64	.00	4,790.64	4,790.64
101-52300-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	105.71	.00	105.71	105.71
101-52300-533100-00000-000-00000-0000-10-00000 Legal Services	.00	770.00	.00	770.00	770.00
101-52300-533800-00000-000-00000-0000-10-00000 Maint. And Repair Svc - Vehicl	.00	103.24	.00	103.24	103.24
101-52300-542500-00000-000-00000-0000-10-00000 Gasoline	.00	39.51	.00	39.51	39.51
101-52300-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	255.93	.00	255.93	255.93
101-52400-510100-00000-000-00000-0000-10-00000 County Official	.00	9,156.46	.00	9,156.46	9,156.46
101-52400-516200-00000-000-00000-0000-10-00000 Clerical Personnel	.00	24,997.59	.00	24,997.59	24,997.59
101-52400-520100-00000-000-00000-0000-10-00000 Social Security	.00	2,024.28	.00	2,024.28	2,024.28
101-52400-520400-00000-000-00000-0000-10-00000 State Retirement	.00	2,356.62	.00	2,356.62	2,356.62
101-52400-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	30.44	.00	30.44	30.44
101-52400-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	6,470.00	.00	6,470.00	6,470.00
101-52400-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	163.52	.00	163.52	163.52
101-52400-521200-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Employer Medicare Cost 101-52400-530700-00000-000-00000-0000-10-00000	.00	473.42	.00	473.42	473.42
Communication 101-52400-532000-00000-000-00000-0000-10-00000	.00	2,583.26	.00	2,583.26	2,583.26
Dues and Memberships 101-52400-533100-00000-000-00000-0000-10-00000	.00	1,192.00	.00	1,192.00	1,192.00
Legal Services 101-52400-535500-00000-000-00000-0000-10-00000	.00	75.00	.00	75.00	75.00
Travel 101-52400-539900-00000-000-00000-0000-10-00000	.00	6.70	.00	6.70	6.70
Other Contracted Services 101-52500-510100-00000-000-00000-0000-10-00000	.00	12.00	.00	12.00	12.00
County Official 101-52500-516200-00000-000-00000-0000-10-00000	.00	9,156.46	.00	9,156.46	9,156.46
Clerical Personnel 101-52500-520100-00000-000-00000-0000-10-00000	.00	73,455.81	.00	73,455.81	73,455.81
Social Security 101-52500-520400-00000-000-00000-0000-10-00000	.00	4,787.03	.00	4,787.03	4,787.03
State Retirement 101-52500-520600-00000-000-00000-0000-10-00000	.00	5,507.37	.00	5,507.37	5,507.37
Life Insurance ER Cost 101-52500-520700-00000-000-00000-0000-10-00000	.00	90.66	.00	90.66	90.66
Health Insurance ER Cost 101-52500-520800-00000-000-00000-0000-10-00000	.00	19,460.00	.00	19,460.00	19,460.00
Dental Insurance ER Cost 101-52500-521200-00000-000-00000-0000-10-00000	.00	443.84	.00	443.84	443.84
Employer Medicare Cost 101-52500-530700-00000-000-00000-0000-10-00000	.00	1,119.56	.00	1,119.56	1,119.56
Communication 101-52500-532000-00000-000-00000-0000-10-00000	.00	5,529.02	.00	5,529.02	5,529.02
Dues and Memberships 101-52500-533000-00000-000-00000-0000-10-00000	.00	1,007.00	.00	1,007.00	1,007.00
Lease Payments 101-52500-534800-00000-000-00000-0000-10-00000	.00	556.39	.00	556.39	556.39
Postal Charges 101-52500-535500-00000-000-00000-0000-10-00000	.00	546.96	8.50	538.46	538.46
Travel 101-52500-543500-00000-000-00000-0000-10-00000	.00	146.73	.00	146.73	146.73
Office Supplies 101-52600-510500-00000-000-00000-0000-10-00000	.00	93.00	.00	93.00	93.00
Supervisor/Director 101-52600-512100-00000-000-00000-0000-10-00000	.00	7,835.80	.00	7,835.80	7,835.80
Data Processing Personnel 101-52600-520100-00000-000-00000-0000-10-00000	.00	22,868.90	.00	22,868.90	22,868.90
Social Security 101-52600-520400-00000-000-00000-0000-10-00000	.00	1,806.60	.00	1,806.60	1,806.60
State Retirement 101-52600-520600-00000-000-00000-0000-10-00000	.00	2,118.63	.00	2,118.63	2,118.63
Life Insurance ER Cost 101-52600-520700-00000-000-00000-0000-10-00000	.00	28.16	.00	28.16	28.16
Health Insurance ER Cost 101-52600-520800-00000-000-00000-0000-10-00000	.00	4,511.00	.00	4,511.00	4,511.00
Dental Insurance ER Cost	.00	93.44	.00	93.44	93.44

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-52600-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	422.52	.00	422.52	422.52
101-52600-530700-00000-000-00000-0000-10-00000 Communication	.00	38,332.35	212,298.65	-173,966.30	-173,966.30
101-52600-531700-00000-000-00000-0000-10-00000 Data Processing Services	.00	237,315.16	.00	237,315.16	237,315.16
101-52600-533300-00000-000-00000-0000-10-00000 Licenses	.00	48,462.29	.00	48,462.29	48,462.29
101-52600-539900-00000-000-00000-0000-10-00000 Other Contracted Services	.00	31,468.80	.00	31,468.80	31,468.80
101-52600-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	87.51	.00	87.51	87.51
101-53110-516200-00000-000-00000-0000-10-00000 Clerical Personnel	.00	933.80	.00	933.80	933.80
101-53110-520100-00000-000-00000-0000-10-00000 Social Security	.00	57.90	.00	57.90	57.90
101-53110-521000-00000-000-00000-0000-10-00000 Unemployment Compensation	.00	2.80	.00	2.80	2.80
101-53110-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	13.54	.00	13.54	13.54
101-53110-530700-00000-000-00000-0000-10-00000 Communication	.00	1,996.32	.00	1,996.32	1,996.32
101-53110-533300-00000-000-00000-0000-10-00000 Licenses	.00	71.00	.00	71.00	71.00
101-53120-510100-00000-000-00000-0000-10-00000 County Official	.00	10,072.10	.00	10,072.10	10,072.10
101-53120-510300-00000-000-00000-0000-10-00000 Assistant	.00	19,096.94	.00	19,096.94	19,096.94
101-53120-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	6,150.49	.00	6,150.49	6,150.49
101-53120-516200-00000-000-00000-0000-10-00000 Clerical Personnel	.00	129,198.27	.00	129,198.27	129,198.27
101-53120-516800-00000-000-00000-0000-10-00000 Temporary Personnel	.00	2,292.94	.00	2,292.94	2,292.94
101-53120-516900-00000-000-00000-0000-10-00000 Part time Personnel	.00	1,211.93	.00	1,211.93	1,211.93
101-53120-520100-00000-000-00000-0000-10-00000 Social Security	.00	9,777.91	.00	9,777.91	9,777.91
101-53120-520400-00000-000-00000-0000-10-00000 State Retirement	.00	10,639.56	.00	10,639.56	10,639.56
101-53120-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	180.04	.00	180.04	180.04
101-53120-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	36,408.00	.00	36,408.00	36,408.00
101-53120-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	864.32	.00	864.32	864.32
101-53120-521000-00000-000-00000-0000-10-00000 Unemployment Compensation	.00	18.49	.00	18.49	18.49
101-53120-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	2,295.24	.00	2,295.24	2,295.24
101-53120-530600-00000-000-00000-0000-10-00000 Bank Charges	.00	48.95	.00	48.95	48.95
101-53120-530700-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Communication 101-53120-532000-00000-000-00000-0000-10-00000	.00	17,678.91	.00	17,678.91	17,678.91
Dues and Memberships 101-53120-533000-00000-000-00000-0000-10-00000	.00	1,007.00	.00	1,007.00	1,007.00
Lease Payments 101-53120-533400-00000-000-00000-0000-10-00000	.00	340.93	.00	340.93	340.93
Maintenance Agreements 101-53120-535500-00000-000-00000-0000-10-00000	.00	62,382.66	.00	62,382.66	62,382.66
Travel 101-53120-535600-00000-000-00000-0000-10-00000	.00	174.00	50.32	123.68	123.68
Tuition 101-53120-539900-00000-000-00000-0000-10-00000	.00	350.00	.00	350.00	350.00
Other Contracted Services 101-53120-541400-00000-000-00000-0000-10-00000	.00	86.70	.00	86.70	86.70
Duplicating Supplies 101-53120-542200-00000-000-00000-0000-10-00000	.00	252.00	.00	252.00	252.00
Food Supplies 101-53120-543500-00000-000-00000-0000-10-00000	.00	130.52	.00	130.52	130.52
Office Supplies 101-53200-510500-00000-128-00000-0000-10-00000	.00	374.50	.00	374.50	374.50
Supervisor/Director 101-53200-511100-00000-128-00000-0000-10-00000	.00	6,679.50	.00	6,679.50	6,679.50
Probation Officer 101-53200-516100-00000-128-00000-0000-10-00000	.00	29,332.33	.00	29,332.33	29,332.33
Secretary 101-53200-520100-00000-128-00000-0000-10-00000	.00	7,317.60	.00	7,317.60	7,317.60
Social Security 101-53200-520400-00000-128-00000-0000-10-00000	.00	2,560.68	.00	2,560.68	2,560.68
State Retirement 101-53200-520600-00000-128-00000-0000-10-00000	.00	2,796.74	.00	2,796.74	2,796.74
Life Insurance ER Cost 101-53200-520700-00000-128-00000-0000-10-00000	.00	50.36	.00	50.36	50.36
Health Insurance ER Cost 101-53200-520800-00000-128-00000-0000-10-00000	.00	8,357.00	.00	8,357.00	8,357.00
Dental Insurance ER Cost 101-53200-521200-00000-128-00000-0000-10-00000	.00	233.60	.00	233.60	233.60
Employer Medicare Cost 101-53200-530700-00000-128-00000-0000-10-00000	.00	598.88	.00	598.88	598.88
Communication 101-53200-533000-00000-128-00000-0000-10-00000	.00	3,830.01	.00	3,830.01	3,830.01
Lease Payments 101-53200-533300-00000-128-00000-0000-10-00000	.00	585.61	.00	585.61	585.61
Licenses 101-53200-535500-00000-128-00000-0000-10-00000	.00	1,260.00	.00	1,260.00	1,260.00
Travel 101-53200-535600-00000-128-00000-0000-10-00000	.00	204.02	.00	204.02	204.02
Tuition 101-53200-541300-00000-128-00000-0000-10-00000	.00	200.00	.00	200.00	200.00
Drugs and Medical Supplies 101-53310-510200-00000-000-00000-0000-10-00000	.00	.00	202.00	-202.00	-202.00
Judges 101-53310-516100-00000-000-00000-0000-10-00000	.00	62,048.96	.00	62,048.96	62,048.96
Secretary	.00	12,347.70	.00	12,347.70	12,347.70

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-53310-520100-00000-000-00000-0000-10-00000 Social Security	.00	4,412.37	.00	4,412.37	4,412.37
101-53310-520400-00000-000-00000-0000-10-00000 State Retirement	.00	5,133.35	.00	5,133.35	5,133.35
101-53310-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	34.42	.00	34.42	34.42
101-53310-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	7,249.00	.00	7,249.00	7,249.00
101-53310-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	163.52	.00	163.52	163.52
101-53310-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	1,031.91	.00	1,031.91	1,031.91
101-53310-530700-00000-000-00000-0000-10-00000 Communication	.00	4,224.48	.00	4,224.48	4,224.48
101-53310-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	8.45	8.45	.00	.00
101-53310-533200-00000-000-00000-0000-10-00000 Legal Notices and Recording Co	.00	122.78	.00	122.78	122.78
101-53310-535600-00000-000-00000-0000-10-00000 Tuition	.00	283.25	.00	283.25	283.25
101-53310-543200-00000-000-00000-0000-10-00000 Library Books	.00	250.96	.00	250.96	250.96
101-53310-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	94.71	.00	94.71	94.71
101-53400-533000-00000-410-00000-0000-10-00000 Lease Payments	.00	45.99	.00	45.99	45.99
101-53400-510100-00000-420-00000-0000-10-00000 County Official	.00	9,156.46	.00	9,156.46	9,156.46
101-53400-516200-00000-420-00000-0000-10-00000 Clerical Personnel	.00	19,122.02	.00	19,122.02	19,122.02
101-53400-520100-00000-420-00000-0000-10-00000 Social Security	.00	1,639.75	.00	1,639.75	1,639.75
101-53400-520400-00000-420-00000-0000-10-00000 State Retirement	.00	1,951.22	.00	1,951.22	1,951.22
101-53400-520600-00000-420-00000-0000-10-00000 Life Insurance ER Cost	.00	29.72	.00	29.72	29.72
101-53400-520700-00000-420-00000-0000-10-00000 Health Insurance ER Cost	.00	5,282.00	.00	5,282.00	5,282.00
101-53400-520800-00000-420-00000-0000-10-00000 Dental Insurance ER Cost	.00	140.16	.00	140.16	140.16
101-53400-521200-00000-420-00000-0000-10-00000 Employer Medicare Cost	.00	383.49	.00	383.49	383.49
101-53400-530700-00000-420-00000-0000-10-00000 Communication	.00	7,217.13	.00	7,217.13	7,217.13
101-53400-532000-00000-420-00000-0000-10-00000 Dues and Memberships	.00	1,107.00	.00	1,107.00	1,107.00
101-53400-533000-00000-420-00000-0000-10-00000 Lease Payments	.00	123.13	.00	123.13	123.13
101-53400-534900-00000-420-00000-0000-10-00000 Printing Stationery and Forms	.00	218.10	.00	218.10	218.10
101-53400-535500-00000-420-00000-0000-10-00000 Travel	.00	28.46	.00	28.46	28.46
101-53400-539900-00000-420-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Other Contracted Services 101-53400-543500-00000-420-00000-0000-10-00000	.00	19,339.83	.00	19,339.83	19,339.83
Office Supplies 101-53500-511200-00000-000-00000-0000-10-00000	.00	32.86	.00	32.86	32.86
Youth Service Officers 101-53500-516100-00000-000-00000-0000-10-00000	.00	21,801.49	.00	21,801.49	21,801.49
Secretary 101-53500-518900-00000-000-00000-0000-10-00000	.00	3,311.40	.00	3,311.40	3,311.40
Other Salaries and Wages 101-53500-520100-00000-000-00000-0000-10-00000	.00	14,035.60	.00	14,035.60	14,035.60
Social Security 101-53500-520400-00000-000-00000-0000-10-00000	.00	2,331.38	.00	2,331.38	2,331.38
State Retirement 101-53500-520600-00000-000-00000-0000-10-00000	.00	1,944.26	.00	1,944.26	1,944.26
Life Insurance ER Cost 101-53500-520700-00000-000-00000-0000-10-00000	.00	34.65	.00	34.65	34.65
Health Insurance ER Cost 101-53500-520800-00000-000-00000-0000-10-00000	.00	6,003.44	.00	6,003.44	6,003.44
Dental Insurance ER Cost 101-53500-521200-00000-000-00000-0000-10-00000	.00	153.62	.00	153.62	153.62
Employer Medicare Cost 101-53500-530700-00000-000-00000-0000-10-00000	.00	545.23	.00	545.23	545.23
Communication 101-53500-532000-00000-000-00000-0000-10-00000	.00	4,843.17	.00	4,843.17	4,843.17
Dues and Memberships 101-53500-533000-00000-000-00000-0000-10-00000	.00	400.00	.00	400.00	400.00
Lease Payments 101-53500-535600-00000-000-00000-0000-10-00000	.00	106.93	41.55	65.38	65.38
Tuition 101-53500-541300-00000-000-00000-0000-10-00000	.00	475.00	200.00	275.00	275.00
Drugs and Medical Supplies 101-53500-542200-00000-000-00000-0000-10-00000	.00	16.00	.00	16.00	16.00
Food Supplies 101-53500-570700-00000-000-00000-0000-10-00000	.00	53.45	.00	53.45	53.45
Building Improvements 101-53500-571100-00000-000-00000-0000-10-00000	.00	1,430.05	.00	1,430.05	1,430.05
Furniture and Fixtures 101-53610-516200-00000-000-00000-0000-10-00000	.00	526.83	.00	526.83	526.83
Clerical Personnel 101-53610-520100-00000-000-00000-0000-10-00000	.00	3,408.28	.00	3,408.28	3,408.28
Social Security 101-53610-521000-00000-000-00000-0000-10-00000	.00	211.31	.00	211.31	211.31
Unemployment Compensation 101-53610-521200-00000-000-00000-0000-10-00000	.00	8.37	.00	8.37	8.37
Employer Medicare Cost 101-53700-516200-00000-000-00000-0000-10-00000	.00	49.41	.00	49.41	49.41
Clerical Personnel 101-53700-518700-00000-000-00000-0000-10-00000	.00	16,915.92	.00	16,915.92	16,915.92
Overtime Pay 101-53700-520100-00000-000-00000-0000-10-00000	.00	150.63	.00	150.63	150.63
Social Security 101-53700-520400-00000-000-00000-0000-10-00000	.00	1,031.61	.00	1,031.61	1,031.61
State Retirement	.00	731.76	.00	731.76	731.76

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-53700-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	12.98	.00	12.98	12.98
101-53700-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	1,972.00	.00	1,972.00	1,972.00
101-53700-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	46.72	.00	46.72	46.72
101-53700-521000-00000-000-00000-0000-10-00000 Unemployment Compensation	.00	1.86	.00	1.86	1.86
101-53700-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	241.26	.00	241.26	241.26
101-53700-530700-00000-000-00000-0000-10-00000 Communication	.00	1,062.81	.00	1,062.81	1,062.81
101-53700-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	20.06	.00	20.06	20.06
101-53910-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	6,908.50	.00	6,908.50	6,908.50
101-53910-511100-00000-000-00000-0000-10-00000 Probation Officer	.00	23,119.58	.00	23,119.58	23,119.58
101-53910-511900-00000-000-00000-0000-10-00000 Accountants and Bookkeepers	.00	4,099.30	.00	4,099.30	4,099.30
101-53910-516100-00000-000-00000-0000-10-00000 Secretary	.00	3,057.90	.00	3,057.90	3,057.90
101-53910-518700-00000-000-00000-0000-10-00000 Overtime Pay	.00	43.69	.00	43.69	43.69
101-53910-520100-00000-000-00000-0000-10-00000 Social Security	.00	2,148.64	.00	2,148.64	2,148.64
101-53910-520400-00000-000-00000-0000-10-00000 State Retirement	.00	2,568.81	.00	2,568.81	2,568.81
101-53910-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	46.20	.00	46.20	46.20
101-53910-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	10,716.00	.00	10,716.00	10,716.00
101-53910-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	210.24	.00	210.24	210.24
101-53910-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	502.49	.00	502.49	502.49
101-53910-530700-00000-000-00000-0000-10-00000 Communication	.00	3,773.40	.00	3,773.40	3,773.40
101-53910-530900-00000-000-00000-0000-10-00000 Contracts with Government Agen	.00	2,012.50	.00	2,012.50	2,012.50
101-53910-535500-00000-000-00000-0000-10-00000 Travel	.00	28.27	.00	28.27	28.27
101-53910-541300-00000-000-00000-0000-10-00000 Drugs and Medical Supplies	.00	182.00	.00	182.00	182.00
101-54110-510100-00000-000-00000-0000-10-00000 County Official	.00	11,079.28	.00	11,079.28	11,079.28
101-54110-510300-00000-000-00000-0000-10-00000 Assistant	.00	19,334.20	.00	19,334.20	19,334.20
101-54110-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	51,420.40	.00	51,420.40	51,420.40
101-54110-510600-00000-000-00000-0000-10-00000 Deputies	.00	461,231.89	.00	461,231.89	461,231.89
101-54110-510800-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Investigators 101-54110-510900-00000-000-00000-0000-10-00000	.00	118,186.73	.00	118,186.73	118,186.73
Captain 101-54110-511000-00000-000-00000-0000-10-00000	.00	22,534.10	.00	22,534.10	22,534.10
Lieutenants 101-54110-511500-00000-000-00000-0000-10-00000	.00	58,468.37	.00	58,468.37	58,468.37
Sergeants 101-54110-512000-00000-000-00000-0000-10-00000	.00	50,224.62	.00	50,224.62	50,224.62
Computer Programmers 101-54110-514000-00000-000-00000-0000-10-00000	.00	26,602.60	.00	26,602.60	26,602.60
Salary Supplements 101-54110-514200-00000-000-00000-0000-10-00000	.00	2,625.00	.00	2,625.00	2,625.00
Mechanics 101-54110-516200-00000-000-00000-0000-10-00000	.00	7,393.40	.00	7,393.40	7,393.40
Clerical Personnel 101-54110-516400-00000-000-00000-0000-10-00000	.00	32,296.22	.00	32,296.22	32,296.22
Attendants 101-54110-516900-00000-000-00000-0000-10-00000	.00	3,311.30	.00	3,311.30	3,311.30
Part time Personnel 101-54110-518700-00000-000-00000-0000-10-00000	.00	17,284.22	.00	17,284.22	17,284.22
Overtime Pay 101-54110-520100-00000-000-00000-0000-10-00000	.00	42,964.63	.00	42,964.63	42,964.63
Social Security 101-54110-520400-00000-000-00000-0000-10-00000	.00	54,133.59	.00	54,133.59	54,133.59
State Retirement 101-54110-520600-00000-000-00000-0000-10-00000	.00	89,745.44	.00	89,745.44	89,745.44
Life Insurance ER Cost 101-54110-520700-00000-000-00000-0000-10-00000	.00	858.36	.00	858.36	858.36
Health Insurance ER Cost 101-54110-520800-00000-000-00000-0000-10-00000	.00	167,550.01	.00	167,550.01	167,550.01
Dental Insurance ER Cost 101-54110-521000-00000-000-00000-0000-10-00000	.00	3,512.64	.00	3,512.64	3,512.64
Unemployment Compensation 101-54110-521200-00000-000-00000-0000-10-00000	.00	28.85	.00	28.85	28.85
Employer Medicare Cost 101-54110-530700-00000-000-00000-0000-10-00000	.00	12,734.88	.00	12,734.88	12,734.88
Communication 101-54110-532000-00000-000-00000-0000-10-00000	.00	66,461.68	160.99	66,300.69	66,300.69
Dues and Memberships 101-54110-533000-00000-000-00000-0000-10-00000	.00	3,300.00	.00	3,300.00	3,300.00
Lease Payments 101-54110-533300-00000-000-00000-0000-10-00000	.00	21,837.50	1,200.00	20,637.50	20,637.50
Licenses 101-54110-533400-00000-000-00000-0000-10-00000	.00	1,032.12	.00	1,032.12	1,032.12
Maintenance Agreements 101-54110-533800-00000-000-00000-0000-10-00000	.00	116,324.62	30.00	116,294.62	116,294.62
Maint. And Repair Svc - Vehicl 101-54110-533900-00000-000-00000-0000-10-00000	.00	1,520.67	85.00	1,435.67	1,435.67
Matching Share - Judicial Task 101-54110-534800-00000-000-00000-0000-10-00000	.00	63,750.00	.00	63,750.00	63,750.00
Postal Charges 101-54110-535100-00000-000-00000-0000-10-00000	.00	152.65	147.21	5.44	5.44
Rentals	.00	1,818.70	.00	1,818.70	1,818.70

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-54110-535500-00000-000-00000-0000-10-00000 Travel	.00	9,336.15	.00	9,336.15	9,336.15
101-54110-535600-00000-000-00000-0000-10-00000 Tuition	.00	4,054.00	220.00	3,834.00	3,834.00
101-54110-539900-00000-000-00000-0000-10-00000 Other Contracted Services	.00	7,276.33	6,475.71	800.62	800.62
101-54110-541100-00000-000-00000-0000-10-00000 Data Processing Supplies	.00	415.57	.00	415.57	415.57
101-54110-541500-00000-000-00000-0000-10-00000 Electricity	.00	684.05	684.05	.00	.00
101-54110-542500-00000-000-00000-0000-10-00000 Gasoline	.00	44,251.27	44,251.27	.00	.00
101-54110-543100-00000-000-00000-0000-10-00000 Law Enforcement Supplies	.00	46.36	.00	46.36	46.36
101-54110-545000-00000-000-00000-0000-10-00000 Tires and Tubes	.00	4,890.85	.00	4,890.85	4,890.85
101-54110-545100-00000-000-00000-0000-10-00000 Uniforms	.00	1,934.10	.00	1,934.10	1,934.10
101-54110-545300-00000-000-00000-0000-10-00000 Vehicle Parts	.00	3,634.39	.00	3,634.39	3,634.39
101-54160-533400-00000-000-00000-0000-10-00000 Maintenance Agreements	.00	20,000.00	.00	20,000.00	20,000.00
101-54160-559900-00000-000-00000-0000-10-00000 Other Charges	.00	600.00	.00	600.00	600.00
101-54210-510600-00000-000-00000-0000-10-00000 Deputies	.00	397,968.38	.00	397,968.38	397,968.38
101-54210-510800-00000-000-00000-0000-10-00000 Investigators	.00	9,180.50	.00	9,180.50	9,180.50
101-54210-510900-00000-000-00000-0000-10-00000 Captain	.00	7,254.00	.00	7,254.00	7,254.00
101-54210-511000-00000-000-00000-0000-10-00000 Lieutenants	.00	32,498.26	.00	32,498.26	32,498.26
101-54210-511500-00000-000-00000-0000-10-00000 Sergeants	.00	34,904.17	.00	34,904.17	34,904.17
101-54210-513000-00000-000-00000-0000-10-00000 Social Workers	.00	4,218.60	.00	4,218.60	4,218.60
101-54210-514000-00000-000-00000-0000-10-00000 Salary Supplements	.00	625.00	.00	625.00	625.00
101-54210-516200-00000-000-00000-0000-10-00000 Clerical Personnel	.00	20,892.40	.00	20,892.40	20,892.40
101-54210-516900-00000-000-00000-0000-10-00000 Part time Personnel	.00	2,409.30	.00	2,409.30	2,409.30
101-54210-518700-00000-000-00000-0000-10-00000 Overtime Pay	.00	4,015.36	.00	4,015.36	4,015.36
101-54210-520100-00000-000-00000-0000-10-00000 Social Security	.00	30,331.03	.00	30,331.03	30,331.03
101-54210-520400-00000-000-00000-0000-10-00000 State Retirement	.00	39,271.57	.00	39,271.57	39,271.57
101-54210-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	541.90	.00	541.90	541.90
101-54210-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	90,354.33	295.00	90,059.33	90,059.33
101-54210-520800-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Dental Insurance ER Cost 101-54210-521000-00000-000-00000-0000-10-00000	.00	2,081.12	.00	2,081.12	2,081.12
Unemployment Compensation 101-54210-521200-00000-000-00000-0000-10-00000	.00	13.17	.00	13.17	13.17
Employer Medicare Cost 101-54210-532200-00000-000-00000-0000-10-00000	.00	7,104.93	.00	7,104.93	7,104.93
Evaluation and Testing 101-54210-533600-00000-000-00000-0000-10-00000	.00	60.00	.00	60.00	60.00
Maint. And Repair Svc - Equipm 101-54210-534000-00000-000-00000-0000-10-00000	.00	1,312.50	.00	1,312.50	1,312.50
Medical and Dental Services 101-54210-541000-00000-000-00000-0000-10-00000	.00	217,642.49	.00	217,642.49	217,642.49
Custodial Supplies 101-54210-542100-00000-000-00000-0000-10-00000	.00	4,712.84	.00	4,712.84	4,712.84
Food Preparation Supplies 101-54210-542200-00000-000-00000-0000-10-00000	.00	360.49	.00	360.49	360.49
Food Supplies 101-54210-544100-00000-000-00000-0000-10-00000	.00	13,999.86	37.56	13,962.30	13,962.30
Prisoners Clothing 101-54220-510100-00000-000-00000-0000-10-00000	.00	447.72	.00	447.72	447.72
County Official 101-54220-520100-00000-000-00000-0000-10-00000	.00	1,107.89	.00	1,107.89	1,107.89
Social Security 101-54220-520400-00000-000-00000-0000-10-00000	.00	68.27	.00	68.27	68.27
State Retirement 101-54220-521200-00000-000-00000-0000-10-00000	.00	115.22	.00	115.22	115.22
Employer Medicare Cost 101-54240-510600-00000-000-00000-0000-10-00000	.00	15.97	.00	15.97	15.97
Deputies 101-54240-510900-00000-000-00000-0000-10-00000	.00	95,391.56	.00	95,391.56	95,391.56
Captain 101-54240-511000-00000-000-00000-0000-10-00000	.00	7,253.99	.00	7,253.99	7,253.99
Lieutenants 101-54240-511500-00000-000-00000-0000-10-00000	.00	5,946.71	.00	5,946.71	5,946.71
Sergeants 101-54240-514000-00000-000-00000-0000-10-00000	.00	18,038.07	.00	18,038.07	18,038.07
Salary Supplements 101-54240-518700-00000-000-00000-0000-10-00000	.00	1,107.88	.00	1,107.88	1,107.88
Overtime Pay 101-54240-520100-00000-000-00000-0000-10-00000	.00	324.07	.00	324.07	324.07
Social Security 101-54240-520400-00000-000-00000-0000-10-00000	.00	7,502.70	.00	7,502.70	7,502.70
State Retirement 101-54240-520600-00000-000-00000-0000-10-00000	.00	9,538.66	.00	9,538.66	9,538.66
Life Insurance ER Cost 101-54240-520700-00000-000-00000-0000-10-00000	.00	124.30	.00	124.30	124.30
Health Insurance ER Cost 101-54240-520800-00000-000-00000-0000-10-00000	.00	21,831.60	.00	21,831.60	21,831.60
Dental Insurance ER Cost 101-54240-521200-00000-000-00000-0000-10-00000	.00	562.60	.00	562.60	562.60
Employer Medicare Cost 101-54410-510300-00000-000-00000-0000-10-00000	.00	1,754.64	.00	1,754.64	1,754.64
Assistant	.00	2,736.00	.00	2,736.00	2,736.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-54410-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	5,967.90	.00	5,967.90	5,967.90
101-54410-520100-00000-000-00000-0000-10-00000 Social Security	.00	527.00	.00	527.00	527.00
101-54410-520400-00000-000-00000-0000-10-00000 State Retirement	.00	600.57	.00	600.57	600.57
101-54410-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	7.54	.00	7.54	7.54
101-54410-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	595.00	.00	595.00	595.00
101-54410-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
101-54410-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	123.24	.00	123.24	123.24
101-54410-530700-00000-000-00000-0000-10-00000 Communication	.00	888.34	.00	888.34	888.34
101-54410-531700-00000-000-00000-0000-10-00000 Data Processing Services	.00	19,216.22	.00	19,216.22	19,216.22
101-54410-542200-00000-000-00000-0000-10-00000 Food Supplies	.00	891.77	.00	891.77	891.77
101-54410-542500-00000-000-00000-0000-10-00000 Gasoline	.00	50.75	.00	50.75	50.75
101-54410-539900-00000-459-00000-0000-10-00000 Other Contracted Services	.00	36,554.50	.00	36,554.50	36,554.50
101-54490-530900-00000-000-00000-0000-10-00000 Contracts with Government Agen	.00	115,998.50	.00	115,998.50	115,998.50
101-55110-530700-00000-000-00000-0000-10-00000 Communication	.00	18,465.84	.00	18,465.84	18,465.84
101-55110-513100-00000-511-00000-0000-10-00000 Medical Personnel	.00	50,666.34	.00	50,666.34	50,666.34
101-55110-516900-00000-511-00000-0000-10-00000 Part time Personnel	.00	1,618.21	.00	1,618.21	1,618.21
101-55110-520100-00000-511-00000-0000-10-00000 Social Security	.00	3,043.64	.00	3,043.64	3,043.64
101-55110-520400-00000-511-00000-0000-10-00000 State Retirement	.00	2,627.45	.00	2,627.45	2,627.45
101-55110-520600-00000-511-00000-0000-10-00000 Life Insurance ER Cost	.00	47.62	.00	47.62	47.62
101-55110-520700-00000-511-00000-0000-10-00000 Health Insurance ER Cost	.00	11,929.00	.00	11,929.00	11,929.00
101-55110-520800-00000-511-00000-0000-10-00000 Dental Insurance ER Cost	.00	256.96	.00	256.96	256.96
101-55110-521000-00000-511-00000-0000-10-00000 Unemployment Compensation	.00	16.85	.00	16.85	16.85
101-55110-521200-00000-511-00000-0000-10-00000 Employer Medicare Cost	.00	711.83	.00	711.83	711.83
101-55110-535500-00000-511-00000-0000-10-00000 Travel	.00	861.22	.00	861.22	861.22
101-55120-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	6,244.10	.00	6,244.10	6,244.10
101-55120-516900-00000-000-00000-0000-10-00000 Part time Personnel	.00	2,695.61	.00	2,695.61	2,695.61
101-55120-518700-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Overtime Pay 101-55120-518900-00000-000-00000-0000-10-00000	.00	553.89	.00	553.89	553.89
Other Salaries and Wages 101-55120-520100-00000-000-00000-0000-10-00000	.00	25,653.79	.00	25,653.79	25,653.79
Social Security 101-55120-520400-00000-000-00000-0000-10-00000	.00	2,103.67	.00	2,103.67	2,103.67
State Retirement 101-55120-520600-00000-000-00000-0000-10-00000	.00	1,555.77	.00	1,555.77	1,555.77
Life Insurance ER Cost 101-55120-520700-00000-000-00000-0000-10-00000	.00	33.98	.00	33.98	33.98
Health Insurance ER Cost 101-55120-520800-00000-000-00000-0000-10-00000	.00	5,701.00	.00	5,701.00	5,701.00
Dental Insurance ER Cost 101-55120-521000-00000-000-00000-0000-10-00000	.00	210.24	.00	210.24	210.24
Unemployment Compensation 101-55120-521200-00000-000-00000-0000-10-00000	.00	12.34	.00	12.34	12.34
Employer Medicare Cost 101-55120-530700-00000-000-00000-0000-10-00000	.00	491.99	.00	491.99	491.99
Communication 101-55120-533000-00000-000-00000-0000-10-00000	.00	2,677.92	.00	2,677.92	2,677.92
Lease Payments 101-55120-533600-00000-000-00000-0000-10-00000	.00	2,350.61	.00	2,350.61	2,350.61
Maint. And Repair Svc - Equipm 101-55120-535400-00000-000-00000-0000-10-00000	.00	71.48	.00	71.48	71.48
Transportation NonStudents 101-55120-539900-00000-000-00000-0000-10-00000	.00	99.96	.00	99.96	99.96
Other Contracted Services 101-55120-540100-00000-000-00000-0000-10-00000	.00	76.04	.00	76.04	76.04
Animal Food and Supplies 101-55120-541300-00000-000-00000-0000-10-00000	.00	887.47	.00	887.47	887.47
Drugs and Medical Supplies 101-55120-542500-00000-000-00000-0000-10-00000	.00	6,072.67	424.70	5,647.97	5,647.97
Gasoline 101-55120-513100-00000-512-00000-0000-10-00000	.00	61.10	.00	61.10	61.10
Medical Personnel 101-55120-520100-00000-512-00000-0000-10-00000	.00	12,320.72	.00	12,320.72	12,320.72
Social Security 101-55120-520400-00000-512-00000-0000-10-00000	.00	741.66	.00	741.66	741.66
State Retirement 101-55120-520600-00000-512-00000-0000-10-00000	.00	348.12	.00	348.12	348.12
Life Insurance ER Cost 101-55120-520700-00000-512-00000-0000-10-00000	.00	9.92	.00	9.92	9.92
Health Insurance ER Cost 101-55120-520800-00000-512-00000-0000-10-00000	.00	1,354.00	.00	1,354.00	1,354.00
Dental Insurance ER Cost 101-55120-521200-00000-512-00000-0000-10-00000	.00	46.72	.00	46.72	46.72
Employer Medicare Cost 101-56700-530900-00000-000-00000-0000-10-00000	.00	173.45	.00	173.45	173.45
Contracts with Government Agen 101-57100-530700-00000-000-00000-0000-10-00000	.00	355,534.25	138,672.00	216,862.25	216,862.25
Communication 101-57500-510500-00000-000-00000-0000-10-00000	.00	3,185.16	.00	3,185.16	3,185.16
Supervisor/Director	.00	7,026.01	.00	7,026.01	7,026.01

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-57500-516300-00000-000-00000-0000-10-00000 Educational Assistant	.00	4,952.64	.00	4,952.64	4,952.64
101-57500-520100-00000-000-00000-0000-10-00000 Social Security	.00	737.71	.00	737.71	737.71
101-57500-520400-00000-000-00000-0000-10-00000 State Retirement	.00	826.52	.00	826.52	826.52
101-57500-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	9.92	.00	9.92	9.92
101-57500-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	595.00	.00	595.00	595.00
101-57500-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
101-57500-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	172.52	.00	172.52	172.52
101-57500-530700-00000-000-00000-0000-10-00000 Communication	.00	1,032.09	.00	1,032.09	1,032.09
101-58120-536400-00000-000-00000-0000-10-00000 Contracts for Development	.00	223,925.00	.00	223,925.00	223,925.00
101-58300-510300-00000-000-00000-0000-10-00000 Assistant	.00	5,724.30	.00	5,724.30	5,724.30
101-58300-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	6,150.50	.00	6,150.50	6,150.50
101-58300-516200-00000-000-00000-0000-10-00000 Clerical Personnel	.00	4,233.71	.00	4,233.71	4,233.71
101-58300-520100-00000-000-00000-0000-10-00000 Social Security	.00	957.85	.00	957.85	957.85
101-58300-520400-00000-000-00000-0000-10-00000 State Retirement	.00	1,111.50	.00	1,111.50	1,111.50
101-58300-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	14.88	.00	14.88	14.88
101-58300-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	1,967.00	.00	1,967.00	1,967.00
101-58300-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	70.08	.00	70.08	70.08
101-58300-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	224.02	.00	224.02	224.02
101-58300-530700-00000-000-00000-0000-10-00000 Communication	.00	1,350.41	.00	1,350.41	1,350.41
101-58300-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	6.00	.00	6.00	6.00
101-64000-516400-00000-000-00000-0000-10-00000 Attendants	.00	4,836.30	.00	4,836.30	4,836.30
101-64000-520100-00000-000-00000-0000-10-00000 Social Security	.00	278.75	.00	278.75	278.75
101-64000-520400-00000-000-00000-0000-10-00000 State Retirement	.00	333.71	.00	333.71	333.71
101-64000-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	4.96	.00	4.96	4.96
101-64000-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	1,354.00	.00	1,354.00	1,354.00
101-64000-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
101-64000-521200-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Employer Medicare Cost 101-91130-533000-00000-000-00000-0000-10-00000	.00	65.19	.00	65.19	65.19
Lease Payments 101-51900-539900-00000-804-00000-0000-10-00000	.00	724,996.00	.00	724,996.00	724,996.00
Other Contracted Services 101-52900-510300-00000-000-00000-0000-10-00000	.00	15,636.10	.00	15,636.10	15,636.10
Assistant 101-52900-518900-00000-000-00000-0000-10-00000	.00	8,136.64	.00	8,136.64	8,136.64
Other Salaries and Wages 101-52900-520100-00000-000-00000-0000-10-00000	.00	6,888.60	.00	6,888.60	6,888.60
Social Security 101-52900-520400-00000-000-00000-0000-10-00000	.00	882.33	.00	882.33	882.33
State Retirement 101-52900-520600-00000-000-00000-0000-10-00000	.00	1,036.73	.00	1,036.73	1,036.73
Life Insurance ER Cost 101-52900-520700-00000-000-00000-0000-10-00000	.00	5.51	.00	5.51	5.51
Health Insurance ER Cost 101-52900-520800-00000-000-00000-0000-10-00000	.00	2,193.97	.00	2,193.97	2,193.97
Dental Insurance ER Cost 101-52900-521200-00000-000-00000-0000-10-00000	.00	37.61	.00	37.61	37.61
Employer Medicare Cost 101-53500-514000-00000-647-00000-0000-10-00000	.00	206.34	.00	206.34	206.34
Salary Supplements 101-53500-520100-00000-647-00000-0000-10-00000	.00	2,846.18	.00	2,846.18	2,846.18
Social Security 101-53500-520400-00000-647-00000-0000-10-00000	.00	170.84	.00	170.84	170.84
State Retirement 101-53500-520600-00000-647-00000-0000-10-00000	.00	169.86	.00	169.86	169.86
Life Insurance ER Cost 101-53500-520700-00000-647-00000-0000-10-00000	.00	2.53	.00	2.53	2.53
Health Insurance ER Cost 101-53500-520800-00000-647-00000-0000-10-00000	.00	381.56	.00	381.56	381.56
Dental Insurance ER Cost 101-53500-521200-00000-647-00000-0000-10-00000	.00	9.90	.00	9.90	9.90
Employer Medicare Cost 101-53500-530700-00000-647-00000-0000-10-00000	.00	39.96	.00	39.96	39.96
Communication 101-53500-531000-00000-647-00000-0000-10-00000	.00	297.45	.00	297.45	297.45
Contracts with Other Public Ag 101-53500-535500-00000-647-00000-0000-10-00000	.00	567.00	.00	567.00	567.00
Travel 101-53500-541300-00000-647-00000-0000-10-00000	.00	127.97	.00	127.97	127.97
Drugs and Medical Supplies 101-54113-510600-00000-000-00000-0000-10-00000	.00	4.00	.00	4.00	4.00
Deputies 101-54113-520100-00000-000-00000-0000-10-00000	.00	12,351.91	.00	12,351.91	12,351.91
Social Security 101-54113-520400-00000-000-00000-0000-10-00000	.00	726.85	.00	726.85	726.85
State Retirement 101-54113-520600-00000-000-00000-0000-10-00000	.00	1,284.60	.00	1,284.60	1,284.60
Life Insurance ER Cost 101-54113-520700-00000-000-00000-0000-10-00000	.00	9.92	.00	9.92	9.92
Health Insurance ER Cost	.00	2,715.00	.00	2,715.00	2,715.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-54113-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	46.72	.00	46.72	46.72
101-54113-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	170.00	.00	170.00	170.00
101-58500-531600-00000-000-00000-0000-10-00000 Contributions	.00	12,500.00	.00	12,500.00	12,500.00
TOTALS FOR FUND 101 Gen County	.00	6,562,278.68	407,756.80	6,154,521.88	6,154,521.88

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 115

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
115-56500-510100-00000-000-00000-0000-20-00000 County Official	.00	8,524.90	.00	8,524.90	8,524.90
115-56500-510500-00000-000-00000-0000-20-00000 Supervisor/Director	.00	11,460.90	.00	11,460.90	11,460.90
115-56500-512900-00000-000-00000-0000-20-00000 Librarians	.00	43,858.81	.00	43,858.81	43,858.81
115-56500-513300-00000-000-00000-0000-20-00000 Paraprofessionals	.00	11,696.60	.00	11,696.60	11,696.60
115-56500-513600-00000-000-00000-0000-20-00000 Online Services Coordinator	.00	3,116.56	.00	3,116.56	3,116.56
115-56500-516100-00000-000-00000-0000-20-00000 Secretary	.00	10,519.08	.00	10,519.08	10,519.08
115-56500-516500-00000-000-00000-0000-20-00000 Cafeteria Personnel	.00	3,589.71	.00	3,589.71	3,589.71
115-56500-516900-00000-000-00000-0000-20-00000 Part time Personnel	.00	18,909.25	.00	18,909.25	18,909.25
115-56500-520100-00000-000-00000-0000-20-00000 Social Security	.00	6,468.67	.00	6,468.67	6,468.67
115-56500-520400-00000-000-00000-0000-20-00000 State Retirement	.00	7,752.53	.00	7,752.53	7,752.53
115-56500-520600-00000-000-00000-0000-20-00000 Life Insurance ER Cost	.00	100.22	.00	100.22	100.22
115-56500-520700-00000-000-00000-0000-20-00000 Health Insurance ER Cost	.00	16,483.00	.00	16,483.00	16,483.00
115-56500-520800-00000-000-00000-0000-20-00000 Dental Insurance ER Cost	.00	443.84	.00	443.84	443.84
115-56500-521000-00000-000-00000-0000-20-00000 Unemployment Compensation	.00	6.11	.00	6.11	6.11
115-56500-521200-00000-000-00000-0000-20-00000 Employer Medicare Cost	.00	1,556.54	.00	1,556.54	1,556.54
115-56500-530700-00000-000-00000-0000-20-00000 Communication	.00	12,054.62	.00	12,054.62	12,054.62
115-56500-531700-00000-000-00000-0000-20-00000 Data Processing Services	.00	6,960.26	.00	6,960.26	6,960.26
115-56500-531800-00000-000-00000-0000-20-00000 Debt Collection Services	.00	41.20	.00	41.20	41.20
115-56500-532000-00000-000-00000-0000-20-00000 Dues and Memberships	.00	3,540.50	.00	3,540.50	3,540.50
115-56500-533000-00000-000-00000-0000-20-00000 Lease Payments	.00	552.73	.00	552.73	552.73
115-56500-533300-00000-000-00000-0000-20-00000 Licenses	.00	11,005.01	.00	11,005.01	11,005.01
115-56500-542200-00000-000-00000-0000-20-00000 Food Supplies	.00	2,046.37	.00	2,046.37	2,046.37
115-56500-543200-00000-000-00000-0000-20-00000 Library Books	.00	1,726.63	.00	1,726.63	1,726.63
115-56500-543500-00000-000-00000-0000-20-00000 Office Supplies	.00	40.00	.00	40.00	40.00
115-56500-545200-00000-000-00000-0000-20-00000 Utilities	.00	13,930.69	.00	13,930.69	13,930.69

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 122

ACCOUNT	ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
TOTALS FOR FUND 115						
Library		.00	196,384.73	.00	196,384.73	196,384.73

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 122

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
122-54110-539900-00000-000-00000-0000-20-00000 Other Contracted Services	.00	1,015.80	72.00	943.80	943.80
122-54110-540100-00000-000-00000-0000-20-00000 Animal Food and Supplies	.00	130.50	130.50	.00	.00
TOTALS FOR FUND 122 Drug Control	.00	1,146.30	202.50	943.80	943.80

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 127

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
127-58831-511900-00000-000-00000-0000-20-00000 Accountants and Bookkeepers	.00	4,155.51	.00	4,155.51	4,155.51
127-58831-520100-00000-000-00000-0000-20-00000 Social Security	.00	250.32	.00	250.32	250.32
127-58831-520400-00000-000-00000-0000-20-00000 State Retirement	.00	286.73	.00	286.73	286.73
127-58831-520600-00000-000-00000-0000-20-00000 Life Insurance ER Cost	.00	4.96	.00	4.96	4.96
127-58831-520700-00000-000-00000-0000-20-00000 Health Insurance ER Cost	.00	590.00	.00	590.00	590.00
127-58831-520800-00000-000-00000-0000-20-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
127-58831-521200-00000-000-00000-0000-20-00000 Employer Medicare Cost	.00	58.55	.00	58.55	58.55
127-58831-579900-00000-821-00000-0000-20-00000 Other Capital Outlay	.00	36,651.70	.00	36,651.70	36,651.70
TOTALS FOR FUND 127 Other Gen Govt Special Revenue	.00	42,021.13	.00	42,021.13	42,021.13

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 131

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
131-61000-510100-00000-000-00000-0000-20-00000 County Official	.00	11,079.32	.00	11,079.32	11,079.32
131-61000-510300-00000-000-00000-0000-20-00000 Assistant	.00	16,935.04	.00	16,935.04	16,935.04
131-61000-510500-00000-000-00000-0000-20-00000 Supervisor/Director	.00	7,063.68	.00	7,063.68	7,063.68
131-61000-511900-00000-000-00000-0000-20-00000 Accountants and Bookkeepers	.00	14,966.71	.00	14,966.71	14,966.71
131-61000-514000-00000-000-00000-0000-20-00000 Salary Supplements	.00	2,215.86	.00	2,215.86	2,215.86
131-61000-516700-00000-000-00000-0000-20-00000 Maintenance Personnel	.00	6,748.13	.00	6,748.13	6,748.13
131-61000-518700-00000-000-00000-0000-20-00000 Overtime Pay	.00	29.39	.00	29.39	29.39
131-61000-518900-00000-000-00000-0000-20-00000 Other Salaries and Wages	.00	5,051.04	.00	5,051.04	5,051.04
131-61000-520100-00000-000-00000-0000-20-00000 Social Security	.00	3,821.98	.00	3,821.98	3,821.98
131-61000-520400-00000-000-00000-0000-20-00000 State Retirement	.00	4,422.14	.00	4,422.14	4,422.14
131-61000-520600-00000-000-00000-0000-20-00000 Life Insurance ER Cost	.00	48.70	.00	48.70	48.70
131-61000-520700-00000-000-00000-0000-20-00000 Health Insurance ER Cost	.00	8,790.00	.00	8,790.00	8,790.00
131-61000-520800-00000-000-00000-0000-20-00000 Dental Insurance ER Cost	.00	210.24	.00	210.24	210.24
131-61000-521000-00000-000-00000-0000-20-00000 Unemployment Compensation	.00	24.15	.00	24.15	24.15
131-61000-521200-00000-000-00000-0000-20-00000 Employer Medicare Cost	.00	893.85	.00	893.85	893.85
131-61000-530700-00000-000-00000-0000-20-00000 Communication	.00	8,821.63	.00	8,821.63	8,821.63
131-61000-532000-00000-000-00000-0000-20-00000 Dues and Memberships	.00	4,635.00	.00	4,635.00	4,635.00
131-61000-533400-00000-000-00000-0000-20-00000 Maintenance Agreements	.00	38.71	.00	38.71	38.71
131-61000-535500-00000-000-00000-0000-20-00000 Travel	.00	1,748.50	160.92	1,587.58	1,587.58
131-61000-541500-00000-000-00000-0000-20-00000 Electricity	.00	191.85	15.68	176.17	176.17
131-61000-543500-00000-000-00000-0000-20-00000 Office Supplies	.00	57.70	.00	57.70	57.70
131-61000-547100-00000-000-00000-0000-20-00000 Computer Software	.00	31.93	.00	31.93	31.93
131-61000-549900-00000-000-00000-0000-20-00000 Other Supplies and Materials	.00	140.36	.00	140.36	140.36
131-61000-570700-00000-000-00000-0000-20-00000 Building Improvements	.00	24,508.00	.00	24,508.00	24,508.00
131-61000-570900-00000-000-00000-0000-20-00000 Data Processing Equipment	.00	256.75	.00	256.75	256.75
131-61000-571100-00000-000-00000-0000-20-00000 Furniture and Fixtures	.00	39.76	.00	39.76	39.76

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 131

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
131-62000-510500-00000-000-00000-0000-20-00000 Supervisor/Director	.00	31,636.14	.00	31,636.14	31,636.14
131-62000-513500-00000-000-00000-0000-20-00000 Assessment Personnel	.00	11,245.29	.00	11,245.29	11,245.29
131-62000-514100-00000-000-00000-0000-20-00000 Foreman	.00	8,253.31	.00	8,253.31	8,253.31
131-62000-514300-00000-000-00000-0000-20-00000 Equipment Operators	.00	120,560.23	.00	120,560.23	120,560.23
131-62000-514900-00000-000-00000-0000-20-00000 Laborers	.00	11,572.71	.00	11,572.71	11,572.71
131-62000-518700-00000-000-00000-0000-20-00000 Overtime Pay	.00	6,183.14	.00	6,183.14	6,183.14
131-62000-520100-00000-000-00000-0000-20-00000 Social Security	.00	10,989.33	.00	10,989.33	10,989.33
131-62000-520400-00000-000-00000-0000-20-00000 State Retirement	.00	12,573.36	.00	12,573.36	12,573.36
131-62000-520600-00000-000-00000-0000-20-00000 Life Insurance ER Cost	.00	205.00	.00	205.00	205.00
131-62000-520700-00000-000-00000-0000-20-00000 Health Insurance ER Cost	.00	45,119.50	.00	45,119.50	45,119.50
131-62000-520800-00000-000-00000-0000-20-00000 Dental Insurance ER Cost	.00	887.68	.00	887.68	887.68
131-62000-521000-00000-000-00000-0000-20-00000 Unemployment Compensation	.00	12.32	.00	12.32	12.32
131-62000-521200-00000-000-00000-0000-20-00000 Employer Medicare Cost	.00	2,570.11	.00	2,570.11	2,570.11
131-62000-539900-00000-000-00000-0000-20-00000 Other Contracted Services	.00	3,388.81	.00	3,388.81	3,388.81
131-62000-540400-00000-000-00000-0000-20-00000 Asphalt Hot Mix	.00	4,076.88	87,500.00	-83,423.12	-83,423.12
131-62000-540900-00000-000-00000-0000-20-00000 Crushed Stone	.00	1,881.63	.00	1,881.63	1,881.63
131-62000-542000-00000-000-00000-0000-20-00000 Fertilizer Lime and Seed	.00	2,039.78	.00	2,039.78	2,039.78
131-62000-542200-00000-000-00000-0000-20-00000 Food Supplies	.00	1,247.68	.00	1,247.68	1,247.68
131-62000-544300-00000-000-00000-0000-20-00000 Road Signs	.00	8,022.75	.00	8,022.75	8,022.75
131-62000-544700-00000-000-00000-0000-20-00000 Structural Steel	.00	100.00	.00	100.00	100.00
131-62000-545100-00000-000-00000-0000-20-00000 Uniforms	.00	910.86	.00	910.86	910.86
131-63100-510500-00000-000-00000-0000-20-00000 Supervisor/Director	.00	6,459.02	.00	6,459.02	6,459.02
131-63100-513200-00000-000-00000-0000-20-00000 Materials Supervisor	.00	3,361.60	.00	3,361.60	3,361.60
131-63100-514200-00000-000-00000-0000-20-00000 Mechanics	.00	16,073.12	.00	16,073.12	16,073.12
131-63100-520100-00000-000-00000-0000-20-00000 Social Security	.00	1,491.77	.00	1,491.77	1,491.77
131-63100-520400-00000-000-00000-0000-20-00000 State Retirement	.00	1,786.66	.00	1,786.66	1,786.66
131-63100-520600-00000-000-00000-0000-20-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 131

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Life Insurance ER Cost 131-63100-520700-00000-000-00000-0000-20-00000	.00	28.06	.00	28.06	28.06
Health Insurance ER Cost 131-63100-520800-00000-000-00000-0000-20-00000	.00	6,659.00	.00	6,659.00	6,659.00
Dental Insurance ER Cost 131-63100-521200-00000-000-00000-0000-20-00000	.00	116.80	.00	116.80	116.80
Employer Medicare Cost 131-63100-541800-00000-000-00000-0000-20-00000	.00	348.87	.00	348.87	348.87
Equipment and Machinery Parts 131-63100-543300-00000-000-00000-0000-20-00000	.00	14,789.31	54.00	14,735.31	14,735.31
Lubricants 131-63100-544200-00000-000-00000-0000-20-00000	.00	73.43	.00	73.43	73.43
Propane Gas 131-64000-518900-00000-000-00000-0000-20-00000	.00	530.60	.00	530.60	530.60
Other Salaries and Wages 131-64000-520100-00000-000-00000-0000-20-00000	.00	2,573.93	.00	2,573.93	2,573.93
Social Security 131-64000-520400-00000-000-00000-0000-20-00000	.00	159.24	.00	159.24	159.24
State Retirement 131-64000-520600-00000-000-00000-0000-20-00000	.00	177.60	.00	177.60	177.60
Life Insurance ER Cost 131-64000-520800-00000-000-00000-0000-20-00000	.00	2.98	.00	2.98	2.98
Dental Insurance ER Cost 131-64000-521200-00000-000-00000-0000-20-00000	.00	23.36	.00	23.36	23.36
Employer Medicare Cost 131-64000-533400-00000-000-00000-0000-20-00000	.00	37.24	.00	37.24	37.24
Maintenance Agreements	.00	3,210.87	.00	3,210.87	3,210.87
TOTALS FOR FUND 131 Highway	.00	464,150.39	87,730.60	376,419.79	376,419.79

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 141

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
141-71100-511600-00000-000-00000-0000-50-00000 Teachers	.00	3,018,499.82	.00	3,018,499.82	3,018,499.82
141-71100-516300-00000-000-00000-0000-50-00000 Educational Assistant	.00	212,533.52	.00	212,533.52	212,533.52
141-71100-520100-00000-000-00000-0000-50-00000 Social Security	.00	189,535.64	.00	189,535.64	189,535.64
141-71100-520400-00000-000-00000-0000-50-00000 State Retirement	.00	221,133.08	130.21	221,002.87	221,002.87
141-71100-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	2,673.31	.00	2,673.31	2,673.31
141-71100-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	485,822.27	56.48	485,765.79	485,765.79
141-71100-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	10,497.77	.96	10,496.81	10,496.81
141-71100-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	44,756.15	.00	44,756.15	44,756.15
141-71100-542900-00000-000-00000-0000-50-00000 Instructional Supplies and Mat	.00	200.00	.00	200.00	200.00
141-71100-544900-00000-000-00000-0000-50-00000 Textbooks	.00	858.38	102.38	756.00	756.00
141-71200-511600-00000-000-00000-0000-50-00000 Teachers	.00	441,835.83	.00	441,835.83	441,835.83
141-71200-516300-00000-000-00000-0000-50-00000 Educational Assistant	.00	97,208.20	.00	97,208.20	97,208.20
141-71200-520100-00000-000-00000-0000-50-00000 Social Security	.00	31,192.89	.00	31,192.89	31,192.89
141-71200-520400-00000-000-00000-0000-50-00000 State Retirement	.00	36,952.41	45.79	36,906.62	36,906.62
141-71200-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	459.61	.00	459.61	459.61
141-71200-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	88,669.33	35.65	88,633.68	88,633.68
141-71200-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	2,024.76	.60	2,024.16	2,024.16
141-71200-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	7,409.40	.00	7,409.40	7,409.40
141-71200-542900-00000-000-00000-0000-50-00000 Instructional Supplies and Mat	.00	4,475.00	.00	4,475.00	4,475.00
141-71300-511600-00000-000-00000-0000-50-00000 Teachers	.00	239,442.05	.00	239,442.05	239,442.05
141-71300-520100-00000-000-00000-0000-50-00000 Social Security	.00	13,900.85	.00	13,900.85	13,900.85
141-71300-520400-00000-000-00000-0000-50-00000 State Retirement	.00	18,136.30	.00	18,136.30	18,136.30
141-71300-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	239.99	.00	239.99	239.99
141-71300-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	42,077.18	.00	42,077.18	42,077.18
141-71300-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	892.56	.00	892.56	892.56
141-71300-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	3,282.87	.00	3,282.87	3,282.87

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 141

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
141-71300-533600-00000-000-00000-0000-50-00000 Maint. And Repair Svc - Equipm	.00	300.00	.00	300.00	300.00
141-71300-549900-00000-000-00000-0000-50-00000 Other Supplies and Materials	.00	23.99	.00	23.99	23.99
141-72110-510500-00000-000-00000-0000-50-00000 Supervisor/Director	.00	4,478.33	.00	4,478.33	4,478.33
141-72110-516200-00000-000-00000-0000-50-00000 Clerical Personnel	.00	2,594.40	.00	2,594.40	2,594.40
141-72110-520100-00000-000-00000-0000-50-00000 Social Security	.00	428.63	.00	428.63	428.63
141-72110-520400-00000-000-00000-0000-50-00000 State Retirement	.00	463.84	.00	463.84	463.84
141-72110-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	6.84	.00	6.84	6.84
141-72110-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	295.00	.00	295.00	295.00
141-72110-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	11.68	.00	11.68	11.68
141-72110-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	100.24	.00	100.24	100.24
141-72120-513100-00000-000-00000-0000-50-00000 Medical Personnel	.00	1,810.00	.00	1,810.00	1,810.00
141-72120-516100-00000-000-00000-0000-50-00000 Secretary	.00	4,593.20	.00	4,593.20	4,593.20
141-72120-518900-00000-000-00000-0000-50-00000 Other Salaries and Wages	.00	4,174.20	.00	4,174.20	4,174.20
141-72120-520100-00000-000-00000-0000-50-00000 Social Security	.00	621.07	.00	621.07	621.07
141-72120-520400-00000-000-00000-0000-50-00000 State Retirement	.00	767.36	.00	767.36	767.36
141-72120-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	9.92	.00	9.92	9.92
141-72120-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	2,754.00	.00	2,754.00	2,754.00
141-72120-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
141-72120-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	145.24	.00	145.24	145.24
141-72130-512300-00000-000-00000-0000-50-00000 Guidance Personnel	.00	161,799.15	.00	161,799.15	161,799.15
141-72130-513000-00000-000-00000-0000-50-00000 Social Workers	.00	4,296.60	.00	4,296.60	4,296.60
141-72130-516100-00000-000-00000-0000-50-00000 Secretary	.00	6,432.80	.00	6,432.80	6,432.80
141-72130-520100-00000-000-00000-0000-50-00000 Social Security	.00	10,140.65	.00	10,140.65	10,140.65
141-72130-520400-00000-000-00000-0000-50-00000 State Retirement	.00	12,508.35	.00	12,508.35	12,508.35
141-72130-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	152.02	.00	152.02	152.02
141-72130-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	29,958.38	.00	29,958.38	29,958.38
141-72130-520800-00000-000-00000-0000-50-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 141

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Dental Insurance ER Cost 141-72130-521200-00000-000-00000-0000-50-00000	.00	565.08	.00	565.08	565.08
Employer Medicare Cost 141-72210-510500-00000-000-00000-0000-50-00000	.00	2,371.57	.00	2,371.57	2,371.57
Supervisor/Director 141-72210-512900-00000-000-00000-0000-50-00000	.00	17,683.75	.00	17,683.75	17,683.75
Librarians 141-72210-516100-00000-000-00000-0000-50-00000	.00	104,023.75	.00	104,023.75	104,023.75
Secretary 141-72210-518900-00000-000-00000-0000-50-00000	.00	3,543.20	.00	3,543.20	3,543.20
Other Salaries and Wages 141-72210-520100-00000-000-00000-0000-50-00000	.00	10,962.66	.00	10,962.66	10,962.66
Social Security 141-72210-520400-00000-000-00000-0000-50-00000	.00	7,937.54	.00	7,937.54	7,937.54
State Retirement 141-72210-520600-00000-000-00000-0000-50-00000	.00	9,084.06	40.82	9,043.24	9,043.24
Life Insurance ER Cost 141-72210-520700-00000-000-00000-0000-50-00000	.00	115.14	.00	115.14	115.14
Health Insurance ER Cost 141-72210-520800-00000-000-00000-0000-50-00000	.00	22,552.89	.00	22,552.89	22,552.89
Dental Insurance ER Cost 141-72210-521200-00000-000-00000-0000-50-00000	.00	520.76	.00	520.76	520.76
Employer Medicare Cost 141-72210-535500-00000-000-00000-0000-50-00000	.00	1,856.36	.00	1,856.36	1,856.36
Travel 141-72210-542200-00000-000-00000-0000-50-00000	.00	904.96	.00	904.96	904.96
Food Supplies 141-72210-552400-00000-000-00000-0000-50-00000	.00	59.92	.00	59.92	59.92
Inservice Staff Development 141-72220-512400-00000-000-00000-0000-50-00000	.00	.00	627.09	-627.09	-627.09
Psycological Personnel 141-72220-520100-00000-000-00000-0000-50-00000	.00	42,326.00	.00	42,326.00	42,326.00
Social Security 141-72220-520400-00000-000-00000-0000-50-00000	.00	2,426.50	.00	2,426.50	2,426.50
State Retirement 141-72220-520600-00000-000-00000-0000-50-00000	.00	3,254.42	25.79	3,228.63	3,228.63
Life Insurance ER Cost 141-72220-520700-00000-000-00000-0000-50-00000	.00	37.20	.00	37.20	37.20
Health Insurance ER Cost 141-72220-520800-00000-000-00000-0000-50-00000	.00	4,627.50	.00	4,627.50	4,627.50
Dental Insurance ER Cost 141-72220-521200-00000-000-00000-0000-50-00000	.00	81.76	.00	81.76	81.76
Employer Medicare Cost 141-72230-516100-00000-000-00000-0000-50-00000	.00	594.44	.00	594.44	594.44
Secretary 141-72230-520100-00000-000-00000-0000-50-00000	.00	5,641.60	.00	5,641.60	5,641.60
Social Security 141-72230-520400-00000-000-00000-0000-50-00000	.00	303.90	.00	303.90	303.90
State Retirement 141-72230-520600-00000-000-00000-0000-50-00000	.00	389.28	.00	389.28	389.28
Life Insurance ER Cost 141-72230-520700-00000-000-00000-0000-50-00000	.00	8.93	.00	8.93	8.93
Health Insurance ER Cost	.00	2,649.92	.00	2,649.92	2,649.92

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 141

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
141-72230-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	44.88	.00	44.88	44.88
141-72230-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	71.08	.00	71.08	71.08
141-72250-510500-00000-000-00000-0000-50-00000 Supervisor/Director	.00	3,660.00	.00	3,660.00	3,660.00
141-72250-512000-00000-000-00000-0000-50-00000 Computer Programmers	.00	16,191.20	.00	16,191.20	16,191.20
141-72250-516200-00000-000-00000-0000-50-00000 Clerical Personnel	.00	3,986.40	.00	3,986.40	3,986.40
141-72250-518900-00000-000-00000-0000-50-00000 Other Salaries and Wages	.00	6,524.00	.00	6,524.00	6,524.00
141-72250-520100-00000-000-00000-0000-50-00000 Social Security	.00	1,843.39	.00	1,843.39	1,843.39
141-72250-520400-00000-000-00000-0000-50-00000 State Retirement	.00	2,094.95	.00	2,094.95	2,094.95
141-72250-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	32.04	.00	32.04	32.04
141-72250-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	2,657.50	.00	2,657.50	2,657.50
141-72250-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	81.76	.00	81.76	81.76
141-72250-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	431.12	.00	431.12	431.12
141-72250-533300-00000-000-00000-0000-50-00000 Licenses	.00	512,182.47	.00	512,182.47	512,182.47
141-72250-533600-00000-000-00000-0000-50-00000 Maint. And Repair Svc - Equipm	.00	1,000.00	.00	1,000.00	1,000.00
141-72250-541100-00000-000-00000-0000-50-00000 Data Processing Supplies	.00	1,345.21	.00	1,345.21	1,345.21
141-72310-518900-00000-000-00000-0000-50-00000 Other Salaries and Wages	.00	8,785.06	.00	8,785.06	8,785.06
141-72310-519100-00000-000-00000-0000-50-00000 Board and Committee Members	.00	2,585.24	.00	2,585.24	2,585.24
141-72310-520100-00000-000-00000-0000-50-00000 Social Security	.00	593.08	.00	593.08	593.08
141-72310-520400-00000-000-00000-0000-50-00000 State Retirement	.00	257.27	.00	257.27	257.27
141-72310-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	1.90	.00	1.90	1.90
141-72310-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	363.07	.00	363.07	363.07
141-72310-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	9.04	.00	9.04	9.04
141-72310-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	154.75	.00	154.75	154.75
141-72310-532000-00000-000-00000-0000-50-00000 Dues and Memberships	.00	8,375.00	.00	8,375.00	8,375.00
141-72310-533100-00000-000-00000-0000-50-00000 Legal Services	.00	5,459.75	.00	5,459.75	5,459.75
141-72310-539900-00000-000-00000-0000-50-00000 Other Contracted Services	.00	118.80	.00	118.80	118.80
141-72310-553300-00000-000-00000-0000-50-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 141

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Licenses 141-72320-510100-00000-000-00000-0000-50-00000	.00	111.45	.00	111.45	111.45
County Official 141-72320-510300-00000-000-00000-0000-50-00000	.00	12,076.96	.00	12,076.96	12,076.96
Assistant 141-72320-510500-00000-000-00000-0000-50-00000	.00	18,129.29	.00	18,129.29	18,129.29
Supervisor/Director 141-72320-516100-00000-000-00000-0000-50-00000	.00	20,204.80	.00	20,204.80	20,204.80
Secretary 141-72320-520100-00000-000-00000-0000-50-00000	.00	13,470.40	.00	13,470.40	13,470.40
Social Security 141-72320-520400-00000-000-00000-0000-50-00000	.00	3,795.74	.00	3,795.74	3,795.74
State Retirement 141-72320-520600-00000-000-00000-0000-50-00000	.00	4,238.53	.00	4,238.53	4,238.53
Life Insurance ER Cost 141-72320-520700-00000-000-00000-0000-50-00000	.00	38.26	.00	38.26	38.26
Health Insurance ER Cost 141-72320-520800-00000-000-00000-0000-50-00000	.00	7,374.80	.00	7,374.80	7,374.80
Dental Insurance ER Cost 141-72320-521200-00000-000-00000-0000-50-00000	.00	135.39	.00	135.39	135.39
Employer Medicare Cost 141-72320-530200-00000-000-00000-0000-50-00000	.00	887.73	.00	887.73	887.73
Advertising 141-72320-532000-00000-000-00000-0000-50-00000	.00	3,344.10	.00	3,344.10	3,344.10
Dues and Memberships 141-72320-534800-00000-000-00000-0000-50-00000	.00	4,626.00	.00	4,626.00	4,626.00
Postal Charges 141-72320-535500-00000-000-00000-0000-50-00000	.00	3,746.74	.00	3,746.74	3,746.74
Travel 141-72320-539900-00000-000-00000-0000-50-00000	.00	150.50	.00	150.50	150.50
Other Contracted Services 141-72320-542200-00000-000-00000-0000-50-00000	.00	260.24	.00	260.24	260.24
Food Supplies 141-72320-543500-00000-000-00000-0000-50-00000	.00	108.07	.00	108.07	108.07
Office Supplies 141-72320-552400-00000-000-00000-0000-50-00000	.00	186.00	.00	186.00	186.00
Inservice Staff Development 141-72320-559900-00000-000-00000-0000-50-00000	.00	3,800.00	.00	3,800.00	3,800.00
Other Charges 141-72410-510400-00000-000-00000-0000-50-00000	.00	1,280.00	.00	1,280.00	1,280.00
Principals 141-72410-511900-00000-000-00000-0000-50-00000	.00	256,409.87	.00	256,409.87	256,409.87
Accountants and Bookkeepers 141-72410-513900-00000-000-00000-0000-50-00000	.00	7,632.00	.00	7,632.00	7,632.00
Assistant Principal 141-72410-516100-00000-000-00000-0000-50-00000	.00	123,755.56	.00	123,755.56	123,755.56
Secretary 141-72410-520100-00000-000-00000-0000-50-00000	.00	134,287.60	.00	134,287.60	134,287.60
Social Security 141-72410-520400-00000-000-00000-0000-50-00000	.00	30,818.35	.00	30,818.35	30,818.35
State Retirement 141-72410-520600-00000-000-00000-0000-50-00000	.00	34,378.67	64.36	34,314.31	34,314.31
Life Insurance ER Cost	.00	399.37	.00	399.37	399.37

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 141

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
141-72410-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	77,247.23	.00	77,247.23	77,247.23
141-72410-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	1,648.84	.00	1,648.84	1,648.84
141-72410-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	7,232.67	.00	7,232.67	7,232.67
141-72410-530700-00000-000-00000-0000-50-00000 Communication	.00	32,435.71	.00	32,435.71	32,435.71
141-72410-532000-00000-000-00000-0000-50-00000 Dues and Memberships	.00	2,400.00	.00	2,400.00	2,400.00
141-72510-510500-00000-000-00000-0000-50-00000 Supervisor/Director	.00	6,705.60	.00	6,705.60	6,705.60
141-72510-511900-00000-000-00000-0000-50-00000 Accountants and Bookkeepers	.00	9,373.60	.00	9,373.60	9,373.60
141-72510-520100-00000-000-00000-0000-50-00000 Social Security	.00	931.11	.00	931.11	931.11
141-72510-520400-00000-000-00000-0000-50-00000 State Retirement	.00	1,109.47	.00	1,109.47	1,109.47
141-72510-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	14.38	.00	14.38	14.38
141-72510-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	3,349.00	.00	3,349.00	3,349.00
141-72510-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	70.08	.00	70.08	70.08
141-72510-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	217.77	.00	217.77	217.77
141-72610-516600-00000-000-00000-0000-50-00000 Custodial Personnel	.00	234,694.56	.00	234,694.56	234,694.56
141-72610-520100-00000-000-00000-0000-50-00000 Social Security	.00	13,651.31	.00	13,651.31	13,651.31
141-72610-520400-00000-000-00000-0000-50-00000 State Retirement	.00	15,190.87	.00	15,190.87	15,190.87
141-72610-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	285.32	.00	285.32	285.32
141-72610-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	53,965.50	.00	53,965.50	53,965.50
141-72610-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	1,389.92	.00	1,389.92	1,389.92
141-72610-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	3,212.61	.00	3,212.61	3,212.61
141-72610-533400-00000-000-00000-0000-50-00000 Maintenance Agreements	.00	9,438.09	.00	9,438.09	9,438.09
141-72610-533600-00000-000-00000-0000-50-00000 Maint. And Repair Svc - Equipm	.00	450.00	.00	450.00	450.00
141-72610-536100-00000-000-00000-0000-50-00000 Permits	.00	40.00	.00	40.00	40.00
141-72610-539900-00000-000-00000-0000-50-00000 Other Contracted Services	.00	4,400.00	.00	4,400.00	4,400.00
141-72610-541000-00000-000-00000-0000-50-00000 Custodial Supplies	.00	39,841.26	.00	39,841.26	39,841.26
141-72610-543400-00000-000-00000-0000-50-00000 Natural Gas	.00	264.49	.00	264.49	264.49
141-72620-510500-00000-000-00000-0000-50-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 141

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Supervisor/Director 141-72620-516100-00000-000-00000-0000-50-00000	.00	8,426.40	.00	8,426.40	8,426.40
Secretary 141-72620-516700-00000-000-00000-0000-50-00000	.00	4,337.60	.00	4,337.60	4,337.60
Maintenance Personnel 141-72620-520100-00000-000-00000-0000-50-00000	.00	65,272.20	.00	65,272.20	65,272.20
Social Security 141-72620-520400-00000-000-00000-0000-50-00000	.00	4,612.79	.00	4,612.79	4,612.79
State Retirement 141-72620-520600-00000-000-00000-0000-50-00000	.00	5,384.50	.00	5,384.50	5,384.50
Life Insurance ER Cost 141-72620-520700-00000-000-00000-0000-50-00000	.00	85.78	.00	85.78	85.78
Health Insurance ER Cost 141-72620-520800-00000-000-00000-0000-50-00000	.00	14,936.00	.00	14,936.00	14,936.00
Dental Insurance ER Cost 141-72620-521200-00000-000-00000-0000-50-00000	.00	420.48	.00	420.48	420.48
Employer Medicare Cost 141-72620-533000-00000-000-00000-0000-50-00000	.00	1,078.78	.00	1,078.78	1,078.78
Lease Payments 141-72620-533500-00000-000-00000-0000-50-00000	.00	5,305.00	.00	5,305.00	5,305.00
Maint. And Repair Svc - Buildi 141-72620-533600-00000-000-00000-0000-50-00000	.00	13,721.56	.00	13,721.56	13,721.56
Maint. And Repair Svc - Equipm 141-72620-533800-00000-000-00000-0000-50-00000	.00	2,151.97	.00	2,151.97	2,151.97
Maint. And Repair Svc - Vehicl 141-72620-536100-00000-000-00000-0000-50-00000	.00	397.42	.00	397.42	397.42
Permits 141-72620-541800-00000-000-00000-0000-50-00000	.00	55.00	.00	55.00	55.00
Equipment and Machinery Parts 141-72620-549900-00000-000-00000-0000-50-00000	.00	11,051.19	70.50	10,980.69	10,980.69
Other Supplies and Materials 141-72620-570100-00000-000-00000-0000-50-00000	.00	3,213.27	.00	3,213.27	3,213.27
Administration Equipment 141-72710-510500-00000-000-00000-0000-50-00000	.00	2,519.60	.00	2,519.60	2,519.60
Supervisor/Director 141-72710-516200-00000-000-00000-0000-50-00000	.00	4,478.34	.00	4,478.34	4,478.34
Clerical Personnel 141-72710-518900-00000-000-00000-0000-50-00000	.00	4,337.60	.00	4,337.60	4,337.60
Other Salaries and Wages 141-72710-520100-00000-000-00000-0000-50-00000	.00	5,500.60	.00	5,500.60	5,500.60
Social Security 141-72710-520400-00000-000-00000-0000-50-00000	.00	842.36	.00	842.36	842.36
State Retirement 141-72710-520600-00000-000-00000-0000-50-00000	.00	963.67	.00	963.67	963.67
Life Insurance ER Cost 141-72710-520700-00000-000-00000-0000-50-00000	.00	12.40	.00	12.40	12.40
Health Insurance ER Cost 141-72710-520800-00000-000-00000-0000-50-00000	.00	2,239.00	.00	2,239.00	2,239.00
Dental Insurance ER Cost 141-72710-521200-00000-000-00000-0000-50-00000	.00	58.40	.00	58.40	58.40
Employer Medicare Cost 141-72710-531500-00000-000-00000-0000-50-00000	.00	197.00	.00	197.00	197.00
Contracts with Vehicle Owners	.00	244,450.00	.00	244,450.00	244,450.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 141

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
141-72710-534000-00000-000-00000-0000-50-00000 Medical and Dental Services	.00	50.00	.00	50.00	50.00
141-73400-511600-00000-000-00000-0000-50-00000 Teachers	.00	35,947.24	.00	35,947.24	35,947.24
141-73400-516300-00000-000-00000-0000-50-00000 Educational Assistant	.00	9,761.00	.00	9,761.00	9,761.00
141-73400-520100-00000-000-00000-0000-50-00000 Social Security	.00	2,632.09	.00	2,632.09	2,632.09
141-73400-520400-00000-000-00000-0000-50-00000 State Retirement	.00	3,267.56	.00	3,267.56	3,267.56
141-73400-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	50.45	.00	50.45	50.45
141-73400-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	10,780.31	.00	10,780.31	10,780.31
141-73400-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	251.35	.00	251.35	251.35
141-73400-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	615.57	.00	615.57	615.57
141-73400-542900-00000-000-00000-0000-50-00000 Instructional Supplies and Mat	.00	162.99	.00	162.99	162.99
141-76100-579900-00000-000-00000-0000-50-00000 Other Capital Outlay	.00	27,348.90	.00	27,348.90	27,348.90
TOTALS FOR FUND 141 GPSF	.00	7,989,092.65	1,200.63	7,987,892.02	7,987,892.02

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 142

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
142-71100-511600-10024-000-00000-0000-50-00000 Teachers	.00	30,814.17	.00	30,814.17	30,814.17
142-71100-511600-10025-000-00000-0000-50-00000 Teachers	.00	31,680.45	.00	31,680.45	31,680.45
142-71100-511600-98024-000-00000-0000-50-00000 Teachers	.00	44,815.96	.00	44,815.96	44,815.96
142-71100-516300-10024-000-00000-0000-50-00000 Educational Assistant	.00	55,571.00	.00	55,571.00	55,571.00
142-71100-516300-98024-000-00000-0000-50-00000 Educational Assistant	.00	6,273.20	.00	6,273.20	6,273.20
142-71100-520100-10024-000-00000-0000-50-00000 Social Security	.00	4,523.17	.00	4,523.17	4,523.17
142-71100-520100-10025-000-00000-0000-50-00000 Social Security	.00	1,856.89	.00	1,856.89	1,856.89
142-71100-520100-98024-000-00000-0000-50-00000 Social Security	.00	3,072.47	.00	3,072.47	3,072.47
142-71100-520400-10024-000-00000-0000-50-00000 State Retirement	.00	2,452.46	129.49	2,322.97	2,322.97
142-71100-520400-10025-000-00000-0000-50-00000 State Retirement	.00	2,130.73	75.52	2,055.21	2,055.21
142-71100-520400-98024-000-00000-0000-50-00000 State Retirement	.00	2,947.88	.00	2,947.88	2,947.88
142-71100-520600-10024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	29.34	.00	29.34	29.34
142-71100-520600-10025-000-00000-0000-50-00000 Life Insurance ER Cost	.00	27.28	.00	27.28	27.28
142-71100-520600-98024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	33.00	.00	33.00	33.00
142-71100-520700-10024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	5,266.59	.00	5,266.59	5,266.59
142-71100-520700-10025-000-00000-0000-50-00000 Health Insurance ER Cost	.00	5,483.00	.00	5,483.00	5,483.00
142-71100-520700-98024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	5,415.55	.00	5,415.55	5,415.55
142-71100-520800-10024-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	121.82	.00	121.82	121.82
142-71100-520800-10025-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	81.76	.00	81.76	81.76
142-71100-520800-98024-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	97.56	.00	97.56	97.56
142-71100-521200-10024-000-00000-0000-50-00000 Employer Medicare Cost	.00	1,229.97	.00	1,229.97	1,229.97
142-71100-521200-10025-000-00000-0000-50-00000 Employer Medicare Cost	.00	434.30	.00	434.30	434.30
142-71100-521200-98024-000-00000-0000-50-00000 Employer Medicare Cost	.00	718.57	.00	718.57	718.57
142-71100-542900-30025-000-00000-0000-50-00000 Instructional Supplies and Mat	.00	2,214.35	.00	2,214.35	2,214.35
142-71100-572200-30025-000-00000-0000-50-00000 Regular Instruction Equipment	.00	1,896.20	1,724.66	171.54	171.54
142-71200-511600-90024-000-00000-0000-50-00000 Teachers	.00	5,837.62	.00	5,837.62	5,837.62

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 142

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
142-71200-511600-90025-000-00000-0000-50-00000 Teachers	.00	6,075.38	.00	6,075.38	6,075.38
142-71200-516300-90024-000-00000-0000-50-00000 Educational Assistant	.00	117,612.92	.00	117,612.92	117,612.92
142-71200-516300-91024-000-00000-0000-50-00000 Educational Assistant	.00	8,915.00	.00	8,915.00	8,915.00
142-71200-517100-90024-000-00000-0000-50-00000 Speech Pathologist	.00	2,794.88	.00	2,794.88	2,794.88
142-71200-517100-90025-000-00000-0000-50-00000 Speech Pathologist	.00	3,852.39	.00	3,852.39	3,852.39
142-71200-520100-90024-000-00000-0000-50-00000 Social Security	.00	7,282.61	.00	7,282.61	7,282.61
142-71200-520100-90025-000-00000-0000-50-00000 Social Security	.00	596.42	.00	596.42	596.42
142-71200-520100-91024-000-00000-0000-50-00000 Social Security	.00	495.77	.00	495.77	495.77
142-71200-520400-90024-000-00000-0000-50-00000 State Retirement	.00	4,850.83	11.79	4,839.04	4,839.04
142-71200-520400-90025-000-00000-0000-50-00000 State Retirement	.00	745.77	12.66	733.11	733.11
142-71200-520400-91024-000-00000-0000-50-00000 State Retirement	.00	522.66	.00	522.66	522.66
142-71200-520600-90024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	97.20	.00	97.20	97.20
142-71200-520600-90025-000-00000-0000-50-00000 Life Insurance ER Cost	.00	4.96	.00	4.96	4.96
142-71200-520600-91024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	10.30	.00	10.30	10.30
142-71200-520700-90024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	15,561.35	.00	15,561.35	15,561.35
142-71200-520700-90025-000-00000-0000-50-00000 Health Insurance ER Cost	.00	688.50	.00	688.50	688.50
142-71200-520700-91024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	3,326.00	.00	3,326.00	3,326.00
142-71200-520800-90024-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	534.07	.00	534.07	534.07
142-71200-520800-90025-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
142-71200-520800-91024-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	70.08	.00	70.08	70.08
142-71200-521200-90024-000-00000-0000-50-00000 Employer Medicare Cost	.00	1,762.72	.00	1,762.72	1,762.72
142-71200-521200-90025-000-00000-0000-50-00000 Employer Medicare Cost	.00	139.49	.00	139.49	139.49
142-71200-521200-91024-000-00000-0000-50-00000 Employer Medicare Cost	.00	115.95	.00	115.95	115.95
142-71300-518900-81024-000-00000-0000-50-00000 Other Salaries and Wages	.00	12,144.68	.00	12,144.68	12,144.68
142-71300-518900-81025-000-00000-0000-50-00000 Other Salaries and Wages	.00	2,188.46	.00	2,188.46	2,188.46
142-71300-520100-81024-000-00000-0000-50-00000 Social Security	.00	714.21	.00	714.21	714.21
142-71300-520100-81025-000-00000-0000-50-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 142

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Social Security 142-71300-520400-81024-000-00000-0000-50-00000	.00	135.68	.00	135.68	135.68
State Retirement 142-71300-520400-81025-000-00000-0000-50-00000	.00	834.55	17.09	817.46	817.46
State Retirement 142-71300-520600-81024-000-00000-0000-50-00000	.00	149.03	9.85	139.18	139.18
Life Insurance ER Cost 142-71300-520600-81025-000-00000-0000-50-00000	.00	16.62	.00	16.62	16.62
Life Insurance ER Cost 142-71300-520700-81024-000-00000-0000-50-00000	.00	2.48	.00	2.48	2.48
Health Insurance ER Cost 142-71300-520800-81024-000-00000-0000-50-00000	.00	1,949.00	.00	1,949.00	1,949.00
Dental Insurance ER Cost 142-71300-521200-81024-000-00000-0000-50-00000	.00	46.72	.00	46.72	46.72
Employer Medicare Cost 142-71300-521200-81025-000-00000-0000-50-00000	.00	167.04	.00	167.04	167.04
Employer Medicare Cost 142-71300-542900-80025-000-00000-0000-50-00000	.00	31.73	.00	31.73	31.73
Instructional Supplies and Mat 142-71300-573000-80025-000-00000-0000-50-00000	.00	3,750.00	.00	3,750.00	3,750.00
Vocational Instruction Equipme 142-72130-513000-98024-000-00000-0000-50-00000	.00	5,276.00	.00	5,276.00	5,276.00
Social Workers 142-72130-520100-98024-000-00000-0000-50-00000	.00	4,157.60	.00	4,157.60	4,157.60
Social Security 142-72130-520400-98024-000-00000-0000-50-00000	.00	242.17	.00	242.17	242.17
State Retirement 142-72130-520600-98024-000-00000-0000-50-00000	.00	264.42	.00	264.42	264.42
Life Insurance ER Cost 142-72130-520700-98024-000-00000-0000-50-00000	.00	4.96	.00	4.96	4.96
Health Insurance ER Cost 142-72130-521200-98024-000-00000-0000-50-00000	.00	1,333.00	.00	1,333.00	1,333.00
Employer Medicare Cost 142-72130-535500-80024-000-00000-0000-50-00000	.00	56.64	.00	56.64	56.64
Travel 142-72210-510500-01024-000-00000-0000-50-00000	.00	143.35	.00	143.35	143.35
Supervisor/Director 142-72210-510500-01025-000-00000-0000-50-00000	.00	4,524.00	.00	4,524.00	4,524.00
Supervisor/Director 142-72210-516100-01024-000-00000-0000-50-00000	.00	4,576.92	.00	4,576.92	4,576.92
Secretary 142-72210-516200-98024-000-00000-0000-50-00000	.00	4,337.60	.00	4,337.60	4,337.60
Clerical Personnel 142-72210-518900-10024-000-00000-0000-50-00000	.00	1,764.80	.00	1,764.80	1,764.80
Other Salaries and Wages 142-72210-518900-10025-000-00000-0000-50-00000	.00	10,246.93	.00	10,246.93	10,246.93
Other Salaries and Wages 142-72210-518900-20024-000-00000-0000-50-00000	.00	9,277.77	.00	9,277.77	9,277.77
Other Salaries and Wages 142-72210-518900-20025-000-00000-0000-50-00000	.00	8,571.29	.00	8,571.29	8,571.29
Other Salaries and Wages 142-72210-520100-01024-000-00000-0000-50-00000	.00	8,961.73	.00	8,961.73	8,961.73
Social Security	.00	532.07	.00	532.07	532.07

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 142

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
142-72210-520100-01025-000-00000-0000-50-00000 Social Security	.00	274.27	.00	274.27	274.27
142-72210-520100-10024-000-00000-0000-50-00000 Social Security	.00	542.27	.00	542.27	542.27
142-72210-520100-10025-000-00000-0000-50-00000 Social Security	.00	560.19	.00	560.19	560.19
142-72210-520100-20024-000-00000-0000-50-00000 Social Security	.00	489.57	.00	489.57	489.57
142-72210-520100-20025-000-00000-0000-50-00000 Social Security	.00	513.75	.00	513.75	513.75
142-72210-520100-98024-000-00000-0000-50-00000 Social Security	.00	106.02	.00	106.02	106.02
142-72210-520400-01024-000-00000-0000-50-00000 State Retirement	.00	607.38	20.35	587.03	587.03
142-72210-520400-01025-000-00000-0000-50-00000 State Retirement	.00	311.69	20.60	291.09	291.09
142-72210-520400-10024-000-00000-0000-50-00000 State Retirement	.00	612.12	40.45	571.67	571.67
142-72210-520400-10025-000-00000-0000-50-00000 State Retirement	.00	631.82	41.75	590.07	590.07
142-72210-520400-20024-000-00000-0000-50-00000 State Retirement	.00	603.66	15.68	587.98	587.98
142-72210-520400-20025-000-00000-0000-50-00000 State Retirement	.00	631.87	15.77	616.10	616.10
142-72210-520400-98024-000-00000-0000-50-00000 State Retirement	.00	121.77	.00	121.77	121.77
142-72210-520600-01024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	7.44	.00	7.44	7.44
142-72210-520600-01025-000-00000-0000-50-00000 Life Insurance ER Cost	.00	2.48	.00	2.48	2.48
142-72210-520600-10024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	7.44	.00	7.44	7.44
142-72210-520600-10025-000-00000-0000-50-00000 Life Insurance ER Cost	.00	7.44	.00	7.44	7.44
142-72210-520600-20024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	7.44	.00	7.44	7.44
142-72210-520600-20025-000-00000-0000-50-00000 Life Insurance ER Cost	.00	7.44	.00	7.44	7.44
142-72210-520600-98024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	2.28	.00	2.28	2.28
142-72210-520700-01024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	1,272.00	.00	1,272.00	1,272.00
142-72210-520700-01025-000-00000-0000-50-00000 Health Insurance ER Cost	.00	677.00	.00	677.00	677.00
142-72210-520700-10024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	983.50	.00	983.50	983.50
142-72210-520700-10025-000-00000-0000-50-00000 Health Insurance ER Cost	.00	983.50	.00	983.50	983.50
142-72210-520700-20024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	1,677.00	.00	1,677.00	1,677.00
142-72210-520700-20025-000-00000-0000-50-00000 Health Insurance ER Cost	.00	1,677.00	.00	1,677.00	1,677.00
142-72210-520700-98024-000-00000-0000-50-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 142

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Health Insurance ER Cost 142-72210-520800-01024-000-00000-0000-50-00000	.00	297.50	.00	297.50	297.50
Dental Insurance ER Cost 142-72210-520800-01025-000-00000-0000-50-00000	.00	35.04	.00	35.04	35.04
Dental Insurance ER Cost 142-72210-520800-10024-000-00000-0000-50-00000	.00	11.68	.00	11.68	11.68
Dental Insurance ER Cost 142-72210-520800-10025-000-00000-0000-50-00000	.00	23.36	.00	23.36	23.36
Dental Insurance ER Cost 142-72210-520800-20024-000-00000-0000-50-00000	.00	23.36	.00	23.36	23.36
Dental Insurance ER Cost 142-72210-520800-20025-000-00000-0000-50-00000	.00	35.04	.00	35.04	35.04
Dental Insurance ER Cost 142-72210-520800-98024-000-00000-0000-50-00000	.00	35.04	.00	35.04	35.04
Dental Insurance ER Cost 142-72210-521200-01024-000-00000-0000-50-00000	.00	11.68	.00	11.68	11.68
Employer Medicare Cost 142-72210-521200-01025-000-00000-0000-50-00000	.00	124.43	.00	124.43	124.43
Employer Medicare Cost 142-72210-521200-10024-000-00000-0000-50-00000	.00	64.15	.00	64.15	64.15
Employer Medicare Cost 142-72210-521200-10025-000-00000-0000-50-00000	.00	145.07	.00	145.07	145.07
Employer Medicare Cost 142-72210-521200-20024-000-00000-0000-50-00000	.00	131.01	.00	131.01	131.01
Employer Medicare Cost 142-72210-521200-20025-000-00000-0000-50-00000	.00	114.49	.00	114.49	114.49
Employer Medicare Cost 142-72210-521200-98024-000-00000-0000-50-00000	.00	120.15	.00	120.15	120.15
Employer Medicare Cost 142-72210-539900-01024-000-00000-0000-50-00000	.00	24.79	.00	24.79	24.79
Other Contracted Services 142-72210-552400-17025-000-00000-0000-50-00000	.00	62.77	.00	62.77	62.77
Inservice Staff Development 142-72210-552400-20025-000-00000-0000-50-00000	.00	45,193.50	.00	45,193.50	45,193.50
Inservice Staff Development 142-72220-510500-90024-000-00000-0000-50-00000	.00	85.00	.00	85.00	85.00
Supervisor/Director 142-72220-510500-90025-000-00000-0000-50-00000	.00	4,211.47	.00	4,211.47	4,211.47
Supervisor/Director 142-72220-512400-90024-000-00000-0000-50-00000	.00	4,370.19	.00	4,370.19	4,370.19
Psycological Personnel 142-72220-512400-90025-000-00000-0000-50-00000	.00	8,747.26	.00	8,747.26	8,747.26
Psycological Personnel 142-72220-512400-98024-000-00000-0000-50-00000	.00	6,048.08	.00	6,048.08	6,048.08
Psycological Personnel 142-72220-516200-90024-000-00000-0000-50-00000	.00	2,768.23	.00	2,768.23	2,768.23
Clerical Personnel 142-72220-518900-90024-000-00000-0000-50-00000	.00	23,010.60	.00	23,010.60	23,010.60
Other Salaries and Wages 142-72220-518900-90025-000-00000-0000-50-00000	.00	3,656.70	.00	3,656.70	3,656.70
Other Salaries and Wages 142-72220-520100-90024-000-00000-0000-50-00000	.00	4,060.54	.00	4,060.54	4,060.54
Social Security	.00	2,268.56	.00	2,268.56	2,268.56

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 142

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
142-72220-520100-90025-000-00000-0000-50-00000 Social Security	.00	856.93	.00	856.93	856.93
142-72220-520100-98024-000-00000-0000-50-00000 Social Security	.00	162.03	.00	162.03	162.03
142-72220-520400-90024-000-00000-0000-50-00000 State Retirement	.00	2,793.76	28.55	2,765.21	2,765.21
142-72220-520400-90025-000-00000-0000-50-00000 State Retirement	.00	1,003.75	31.34	972.41	972.41
142-72220-520400-98024-000-00000-0000-50-00000 State Retirement	.00	188.52	.00	188.52	188.52
142-72220-520600-90024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	38.91	.00	38.91	38.91
142-72220-520600-90025-000-00000-0000-50-00000 Life Insurance ER Cost	.00	9.92	.00	9.92	9.92
142-72220-520600-98024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	2.48	.00	2.48	2.48
142-72220-520700-90024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	9,365.83	.00	9,365.83	9,365.83
142-72220-520700-90025-000-00000-0000-50-00000 Health Insurance ER Cost	.00	1,945.00	.00	1,945.00	1,945.00
142-72220-520700-98024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	688.50	.00	688.50	688.50
142-72220-520800-90024-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	133.90	.00	133.90	133.90
142-72220-520800-90025-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	46.72	.00	46.72	46.72
142-72220-520800-98024-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	11.68	.00	11.68	11.68
142-72220-521200-90024-000-00000-0000-50-00000 Employer Medicare Cost	.00	530.54	.00	530.54	530.54
142-72220-521200-90025-000-00000-0000-50-00000 Employer Medicare Cost	.00	200.43	.00	200.43	200.43
142-72220-521200-98024-000-00000-0000-50-00000 Employer Medicare Cost	.00	37.89	.00	37.89	37.89
TOTALS FOR FUND 142 Federal School	.00	614,520.17	2,195.55	612,324.62	612,324.62

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 143

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
143-73100-510500-00000-000-00000-0000-50-00000 Supervisor/Director	.00	5,754.40	.00	5,754.40	5,754.40
143-73100-511900-00000-000-00000-0000-50-00000 Accountants and Bookkeepers	.00	3,603.20	.00	3,603.20	3,603.20
143-73100-516500-00000-000-00000-0000-50-00000 Cafeteria Personnel	.00	55,697.00	.00	55,697.00	55,697.00
143-73100-520100-00000-000-00000-0000-50-00000 Social Security	.00	3,772.54	.00	3,772.54	3,772.54
143-73100-520400-00000-000-00000-0000-50-00000 State Retirement	.00	4,096.34	.00	4,096.34	4,096.34
143-73100-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	86.82	.00	86.82	86.82
143-73100-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	12,561.00	.00	12,561.00	12,561.00
143-73100-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	327.04	.00	327.04	327.04
143-73100-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	904.34	.00	904.34	904.34
143-73100-532000-00000-000-00000-0000-50-00000 Dues and Memberships	.00	55.00	.00	55.00	55.00
143-73100-533000-00000-000-00000-0000-50-00000 Lease Payments	.00	26,389.00	.00	26,389.00	26,389.00
143-73100-533600-00000-000-00000-0000-50-00000 Maint. And Repair Svc - Equipm	.00	18,294.26	.00	18,294.26	18,294.26
143-73100-536100-00000-000-00000-0000-50-00000 Permits	.00	1,680.00	.00	1,680.00	1,680.00
143-73100-539900-00000-000-00000-0000-50-00000 Other Contracted Services	.00	545.00	.00	545.00	545.00
143-73100-542200-00000-000-00000-0000-50-00000 Food Supplies	.00	.00	3,625.59	-3,625.59	-3,625.59
143-73100-543500-00000-000-00000-0000-50-00000 Office Supplies	.00	148.00	.00	148.00	148.00
143-73100-547100-00000-000-00000-0000-50-00000 Computer Software	.00	4,140.00	.00	4,140.00	4,140.00
143-73100-549900-00000-000-00000-0000-50-00000 Other Supplies and Materials	.00	2,425.00	.00	2,425.00	2,425.00
143-73100-552400-00000-000-00000-0000-50-00000 Inservice Staff Development	.00	573.00	.00	573.00	573.00
143-73100-559900-00000-000-00000-0000-50-00000 Other Charges	.00	115.02	.00	115.02	115.02
TOTALS FOR FUND 143 Café	.00	141,166.96	3,625.59	137,541.37	137,541.37

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 146

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
146-73300-510300-00000-000-00000-0000-50-00000 Assistant	.00	2,857.60	.00	2,857.60	2,857.60
146-73300-516900-00000-000-00000-0000-50-00000 Part time Personnel	.00	209,877.97	.00	209,877.97	209,877.97
146-73300-520100-00000-000-00000-0000-50-00000 Social Security	.00	12,918.82	.00	12,918.82	12,918.82
146-73300-520400-00000-000-00000-0000-50-00000 State Retirement	.00	3,418.33	.00	3,418.33	3,418.33
146-73300-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	55.04	.00	55.04	55.04
146-73300-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	14,307.22	.00	14,307.22	14,307.22
146-73300-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	336.04	.00	336.04	336.04
146-73300-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	3,023.20	.00	3,023.20	3,023.20
146-73300-531500-00000-000-00000-0000-50-00000 Contracts with Vehicle Owners	.00	7,310.00	.00	7,310.00	7,310.00
146-73300-535500-00000-000-00000-0000-50-00000 Travel	.00	194.36	.00	194.36	194.36
146-73300-539900-00000-000-00000-0000-50-00000 Other Contracted Services	.00	12,549.73	.00	12,549.73	12,549.73
146-73300-542200-00000-000-00000-0000-50-00000 Food Supplies	.00	2,570.84	.00	2,570.84	2,570.84
146-73300-542900-00000-000-00000-0000-50-00000 Instructional Supplies and Mat	.00	939.85	58.75	881.10	881.10
146-73300-570900-00000-000-00000-0000-50-00000 Data Processing Equipment	.00	939.12	.00	939.12	939.12
TOTALS FOR FUND 146 Ext Daycare	.00	271,298.12	58.75	271,239.37	271,239.37

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 142

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
142-72120-513100-98024-000-00000-0000-50-00000 Medical Personnel	.00	86,546.60	.00	86,546.60	86,546.60
142-72120-520100-98024-000-00000-0000-50-00000 Social Security	.00	5,035.33	.00	5,035.33	5,035.33
142-72120-520400-98024-000-00000-0000-50-00000 State Retirement	.00	8,100.54	.00	8,100.54	8,100.54
142-72120-520600-98024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	126.11	.00	126.11	126.11
142-72120-520700-98024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	20,047.06	.00	20,047.06	20,047.06
142-72120-520800-98024-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	429.64	.00	429.64	429.64
142-72120-521200-98024-000-00000-0000-50-00000 Employer Medicare Cost	.00	1,177.59	.00	1,177.59	1,177.59
142-72250-512000-98024-000-00000-0000-50-00000 Computer Programmers	.00	3,832.80	.00	3,832.80	3,832.80
142-72250-520100-98024-000-00000-0000-50-00000 Social Security	.00	216.88	.00	216.88	216.88
142-72250-520400-98024-000-00000-0000-50-00000 State Retirement	.00	264.46	.00	264.46	264.46
142-72250-520600-98024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	4.86	.00	4.86	4.86
142-72250-520700-98024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	1,377.00	.00	1,377.00	1,377.00
142-72250-520800-98024-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
142-72250-521200-98024-000-00000-0000-50-00000 Employer Medicare Cost	.00	50.73	.00	50.73	50.73
TOTALS FOR FUND 142 Federal School	.00	127,232.96	.00	127,232.96	127,232.96

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 151

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

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 177

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
177-91300-579900-00000-305-00000-0000-60-00000 Other Capital Outlay	.00	2,470.20	.00	2,470.20	2,470.20
TOTALS FOR FUND 177 Education Capital	.00	2,470.20	.00	2,470.20	2,470.20

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 176

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
176-91200-539900-00000-000-00000-0000-60-00000 Other Contracted Services	.00	600.00	.00	600.00	600.00
176-91200-571300-00000-620-00000-0000-60-00000 Highway Construction	.00	500.00	.00	500.00	500.00
TOTALS FOR FUND 176 Highway Capital	.00	1,100.00	.00	1,100.00	1,100.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 263

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
263-58900-550600-00000-000-00000-0000-30-00000 Liability Insurance	.00	8,400.00	.00	8,400.00	8,400.00
263-58900-551600-00000-000-00000-0000-30-00000 Self Insured Claims	.00	2,400.00	.00	2,400.00	2,400.00
TOTALS FOR FUND 263 Gen Liability	.00	10,800.00	.00	10,800.00	10,800.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 264

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
264-58600-520700-00000-000-00000-0000-30-00000 Health Insurance ER Cost	.00	52,001.77	.00	52,001.77	52,001.77
264-58600-531200-00000-000-00000-0000-30-00000 Contracts with Private Agencie	.00	45,860.27	.00	45,860.27	45,860.27
264-58600-532500-00000-000-00000-0000-30-00000 Fiscal Agent Charges	.00	165,335.02	1,786.57	163,548.45	163,548.45
264-58600-550700-00000-000-00000-0000-30-00000 Medical Claims	.00	2,252,182.18	768,909.27	1,483,272.91	1,483,272.91
264-58600-553000-00000-000-00000-0000-30-00000 Fines Assessments and Penaltie	.00	11,511.50	.00	11,511.50	11,511.50
264-58600-532500-00000-110-00000-0000-30-00000 Fiscal Agent Charges	.00	16,859.34	.00	16,859.34	16,859.34
264-58600-550700-00000-110-00000-0000-30-00000 Medical Claims	.00	78,941.95	14,472.40	64,469.55	64,469.55
TOTALS FOR FUND 264 Health	.00	2,622,692.03	785,168.24	1,837,523.79	1,837,523.79

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 266

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
266-58600-532500-00000-000-00000-0000-30-00000 Fiscal Agent Charges	.00	21,600.00	.00	21,600.00	21,600.00
266-58600-550700-00000-000-00000-0000-30-00000 Medical Claims	.00	.00	8,688.54	-8,688.54	-8,688.54
TOTALS FOR FUND 266 Workers Comp	.00	21,600.00	8,688.54	12,911.46	12,911.46

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 363

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
363-54150-530500-00000-000-00000-0000-40-00000 Audit Services	.00	1,798.00	.00	1,798.00	1,798.00
363-54150-530700-00000-000-00000-0000-40-00000 Communication	.00	766.18	.00	766.18	766.18
363-54150-532800-00000-000-00000-0000-40-00000 Janitorial Services	.00	400.00	.00	400.00	400.00
363-54150-533300-00000-000-00000-0000-40-00000 Licenses	.00	13.00	.00	13.00	13.00
363-54150-533400-00000-000-00000-0000-40-00000 Maintenance Agreements	.00	1,355.78	.00	1,355.78	1,355.78
363-54150-535500-00000-000-00000-0000-40-00000 Travel	.00	.00	58.67	-58.67	-58.67
363-54150-545200-00000-000-00000-0000-40-00000 Utilities	.00	513.01	.00	513.01	513.01
363-54150-559900-00000-000-00000-0000-40-00000 Other Charges	.00	58.67	.00	58.67	58.67
363-54150-571600-00000-000-00000-0000-40-00000 Law Enforcement Equipment	.00	4,613.00	.00	4,613.00	4,613.00
TOTALS FOR FUND 363 5TH JDDTF	.00	9,517.64	58.67	9,458.97	9,458.97

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 363

ACCOUNT	ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
	REPORT TOTALS	.00	19,221,176.40	1,296,685.87	17,924,490.53	17,924,490.53

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

REPORT OPTIONS

Print (D)etail or (S)ummary:	S
Fiscal year-to-date version:	N
Reporting year:	2025
Reporting from period:	1 JUL to 1 JUL
Journal Detail from	to
(B)alance sheet or (A)ll accounts:	A
Roll up projects to object level:	N
Omit zero balance accounts:	Y
Sort by 3 Org-Obj-Project	
Print Org Code? (Y/N)	N
Print Fund Header and Org/Obj	N
Include page break between funds	Y
Include page break between each subfund	N
Print subfund totals	N
Print report options	Y
Exclude fund balance YEC/AJE for prior years	N

Find Criteria

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

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

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-00000-401300-00000-000-00000-0000-10-00000 Circuit Clerk and Clerk Master	.00	40,195.43	40,195.43	.00	.00
101-00000-402200-00000-000-00000-0000-10-00000 Hotel Motel Tax	.00	174,586.06	174,586.06	.00	.00
101-00000-402504-00000-000-00000-0000-10-00000 Litigation Tax General - Circu	.00	141.74	141.74	.00	.00
101-00000-402505-00000-000-00000-0000-10-00000 Litigation Tax General - Sessi	.00	18,859.62	18,859.62	.00	.00
101-00000-402505-00000-128-00000-0000-10-00000 Litigation Tax General - Sessi	.00	3,780.88	3,780.88	.00	.00
101-00000-402507-00000-000-00000-0000-10-00000 Litigation Tax General - Clerk	.00	5,175.93	5,175.93	.00	.00
101-00000-402681-00000-000-00000-0000-10-00000 Litigation Tax Courthouse Secu	.00	9,904.45	9,904.45	.00	.00
101-00000-402682-00000-000-00000-0000-10-00000 Litigation Tax Courthouse Secu	.00	385.05	385.05	.00	.00
101-00000-402700-00000-000-00000-0000-10-00000 Business Tax	.00	29,761.22	29,761.22	.00	.00
101-00000-402750-00000-000-00000-0000-10-00000 Mixed Drink Tax	.00	26,370.73	26,370.73	.00	.00
101-00000-403300-00000-000-00000-0000-10-00000 Wholesale Beer Tax	.00	45,838.10	45,838.10	.00	.00
101-00000-411400-00000-000-00000-0000-10-00000 Cable TV Franchise	.00	10,342.77	10,342.77	.00	.00
101-00000-415200-00000-000-00000-0000-10-00000 Building Permits	.00	19,873.00	116,147.00	-96,274.00	-96,274.00
101-00000-415900-00000-000-00000-0000-10-00000 Other Permits	.00	300.00	2,070.00	-1,770.00	-1,770.00
101-00000-421410-00000-128-00000-0000-10-00000 Drug Court Fees	.00	1,298.37	1,298.37	.00	.00
101-00000-421420-00000-533-00000-0000-10-00000 CirCourt Veterans Treatment	.00	203.56	203.56	.00	.00
101-00000-421801-00000-128-00000-0000-10-00000 DUI Excess - Circuit Court	.00	190.00	190.00	.00	.00
101-00000-421900-00000-519-00000-0000-10-00000 Data Entry Fee - Circuit Court	.00	2,797.00	2,797.00	.00	.00
101-00000-421900-00000-000-00000-0000-10-00000 Data Entry Fee - Circuit Court	.00	5,070.51	5,070.51	.00	.00
101-00000-421900-00000-137-00000-0000-10-00000 Data Entry Fee - Circuit Court	.00	190.00	190.00	.00	.00
101-00000-422101-00000-000-00000-0000-10-00000 Criminal Court Fines - Circuit	.00	458.37	458.37	.00	.00
101-00000-422200-00000-000-00000-0000-10-00000 Criminal Court - Officers Cost	.00	1,563.17	1,563.17	.00	.00
101-00000-422200-00000-519-00000-0000-10-00000 Criminal Court - Officers Cost	.00	1,336.00	1,336.00	.00	.00
101-00000-422920-00000-000-00000-0000-10-00000 Data Entry Fee - Criminal Cour	.00	439.79	439.79	.00	.00
101-00000-423101-00000-000-00000-0000-10-00000 General Sessions Court Fines	.00	18,059.63	18,059.63	.00	.00
101-00000-423105-00000-000-00000-0000-10-00000 General Sessions Court Fines -	.00	1,596.00	1,596.00	.00	.00
101-00000-423201-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
General Sessions Court - Offic 101-00000-423201-00000-519-00000-0000-10-00000	.00	12,984.79	12,984.79	.00	.00
General Sessions Court - Offic 101-00000-423203-00000-519-00000-0000-10-00000	.00	24,891.00	24,891.00	.00	.00
General Sessions Court - Offic 101-00000-423203-00000-000-00000-0000-10-00000	.00	1,758.00	1,758.00	.00	.00
General Sessions Court - Offic 101-00000-423203-00000-137-00000-0000-10-00000	.00	1,492.06	1,492.06	.00	.00
General Sessions Court - Offic 101-00000-423420-00000-533-00000-0000-10-00000	.00	54.30	54.30	.00	.00
Vet Treatment Court Fees 101-00000-423500-00000-000-00000-0000-10-00000	.00	641.25	641.25	.00	.00
General Sessions - Jail Fines 101-00000-423601-00000-000-00000-0000-10-00000	.00	3,767.98	3,767.98	.00	.00
General Sessions - Public Defe 101-00000-423801-00000-128-00000-0000-10-00000	.00	4,734.48	4,734.48	.00	.00
General Sessions - DUI Treatme 101-00000-423910-00000-519-00000-0000-10-00000	.00	1,071.60	1,071.60	.00	.00
General Sessions - Courtroom S 101-00000-423910-00000-000-00000-0000-10-00000	.00	4.00	4.00	.00	.00
General Sessions - Courtroom S 101-00000-423920-00000-000-00000-0000-10-00000	.00	1,298.13	1,298.13	.00	.00
General Sessions - Victims Ass 101-00000-424100-00000-137-00000-0000-10-00000	.00	2,167.17	2,167.17	.00	.00
Juvenile Fines 101-00000-424200-00000-137-00000-0000-10-00000	.00	95.00	95.00	.00	.00
Juvenile Officer Cost 101-00000-424200-00000-519-00000-0000-10-00000	.00	860.54	860.54	.00	.00
Juvenile Officer Cost 101-00000-424910-00000-519-00000-0000-10-00000	.00	7,189.00	7,189.00	.00	.00
Juvenile Courtroom Security 101-00000-424910-00000-137-00000-0000-10-00000	.00	866.00	866.00	.00	.00
Juvenile Courtroom Security 101-00000-425200-00000-000-00000-0000-10-00000	.00	.40	.40	.00	.00
Chancery Court - Officers Cost 101-00000-431901-00000-000-00000-0000-10-00000	.00	2,018.75	2,018.75	.00	.00
Other General Service Charges 101-00000-431902-00000-000-00000-0000-10-00000	.00	2,400.00	18,635.00	-16,235.00	-16,235.00
Other General Service Charges 101-00000-431905-00000-000-00000-0000-10-00000	.00	465.00	465.00	.00	.00
Other General Service Charges 101-00000-431906-00000-000-00000-0000-10-00000	.00	4,000.00	4,000.00	.00	.00
Other General Service Charges 101-00000-433500-00000-000-00000-0000-10-00000	.00	.00	325.00	-325.00	-325.00
Copy Fees 101-00000-433700-00000-000-00000-0000-10-00000	.00	676.40	676.40	.00	.00
Telephone Commissions 101-00000-433830-00000-000-00000-0000-10-00000	.00	15,374.06	15,374.06	.00	.00
Addl Fees-Title & Registration 101-00000-433840-00000-000-00000-0000-10-00000	.00	13,584.00	13,584.00	.00	.00
Fingerprint Fees 101-00000-433920-00000-000-00000-0000-10-00000	.00	110.00	110.00	.00	.00
Data Processing Fee - Register	.00	4,540.00	4,540.00	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-00000-433930-00000-000-00000-0000-10-00000 Probation Fees	.00	1,085.00	25,527.00	-24,442.00	-24,442.00
101-00000-433950-00000-000-00000-0000-10-00000 Sexual Offender Registration F	.00	750.00	750.00	.00	.00
101-00000-433960-00000-000-00000-0000-10-00000 Data Processing Fee - Clerk an	.00	1,341.70	1,341.70	.00	.00
101-00000-433961-00000-000-00000-0000-10-00000 Data Processing Fee - County C	.00	999.00	999.00	.00	.00
101-00000-433990-00000-000-00000-0000-10-00000 Electronic Ins Verification	.00	1,630.00	1,630.00	.00	.00
101-00000-439908-00000-128-00000-0000-10-00000 Recovery Court - Participant C	.00	754.28	754.28	.00	.00
101-00000-441100-00000-000-00000-0000-10-00000 Recurring Items - Investment I	.00	259,968.17	259,968.17	.00	.00
101-00000-441200-00000-000-00000-0000-10-00000 Recurring Items -Lease or Rent	.00	.00	1,657.03	-1,657.03	-1,657.03
101-00000-441700-00000-000-00000-0000-10-00000 Recurring Items - Miscellaneou	.00	2,693.51	2,693.51	.00	.00
101-00000-445600-00000-000-00000-0000-10-00000 Nonrecurring-Damage Recovery	.00	60.00	60.00	.00	.00
101-00000-449900-00000-000-00000-0000-10-00000 Other Local Revenue	.00	37,117.60	37,159.60	-42.00	-42.00
101-00000-449902-00000-000-00000-0000-10-00000 Other Local Revenue - Animal S	.00	1,044.10	3,258.94	-2,214.84	-2,214.84
101-00000-449904-00000-000-00000-0000-10-00000 Other Local Revenue - Recovery	.00	20.00	20.00	.00	.00
101-00000-449905-00000-000-00000-0000-10-00000 Other Local Revenue - Circuit	.00	600.12	600.12	.00	.00
101-00000-449906-00000-000-00000-0000-10-00000 Other Local Revenue - General	.00	1,661.35	1,661.35	.00	.00
101-00000-449907-00000-000-00000-0000-10-00000 Other Local Revenue - Data Pro	.00	.00	60.00	-60.00	-60.00
101-00000-455101-00000-000-00000-0000-10-00000 Excess Fees - County Clerk	.00	191,553.50	191,553.50	.00	.00
101-00000-455102-00000-000-00000-0000-10-00000 Excess Fees - County Clerk Int	.00	593.26	593.26	.00	.00
101-00000-455201-00000-000-00000-0000-10-00000 Excess Fees - Circuit Court Cl	.00	27,694.14	27,694.14	.00	.00
101-00000-455201-00000-519-00000-0000-10-00000 Excess Fees - Circuit Court Cl	.00	7,308.00	7,308.00	.00	.00
101-00000-455401-00000-519-00000-0000-10-00000 Excess Fees - General Sessions	.00	31,074.00	31,074.00	.00	.00
101-00000-455401-00000-000-00000-0000-10-00000 Excess Fees - General Sessions	.00	101,969.03	101,969.03	.00	.00
101-00000-455501-00000-000-00000-0000-10-00000 Excess Fees - Clerk and Master	.00	45,015.67	45,015.67	.00	.00
101-00000-455600-00000-137-00000-0000-10-00000 Juvenile Court Clerk	.00	4,323.64	4,323.64	.00	.00
101-00000-455600-00000-519-00000-0000-10-00000 Juvenile Court Clerk	.00	14,301.78	14,301.78	.00	.00
101-00000-455801-00000-000-00000-0000-10-00000 Excess Fees - Register of Deed	.00	48,405.78	48,405.78	.00	.00
101-00000-455802-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 101

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Excess Fees - Register of Deed 101-00000-455803-00000-000-00000-0000-10-00000	.00	83.10	83.10	.00	.00
Excess Fees - Register of Deed 101-00000-455901-00000-000-00000-0000-10-00000	.00	14,040.03	14,040.03	.00	.00
Excess Fees - Sheriff Fees 101-00000-468350-00000-000-00000-0000-10-00000	.00	4,527.76	4,527.76	.00	.00
Other State Revenues - Vehicle 101-00000-468521-00000-000-00000-0000-10-00000	.00	10,398.00	10,398.00	.00	.00
Other State Revenues - TelComT 101-00000-469150-00000-000-00000-0000-10-00000	.00	5,514.40	5,514.40	.00	.00
Other State Revenues - Contrac 101-00000-469600-00000-000-00000-0000-10-00000	.00	68,385.00	68,385.00	.00	.00
Other State Revenues - Registr 101-00000-469800-00000-647-00000-0000-10-00000	.00	125,882.28	125,882.28	.00	.00
Other State Revenues - Other S 101-00000-469800-00000-128-00000-0000-10-00000	.00	4,351.77	4,351.77	.00	.00
Other State Revenues - Other S 101-00000-469900-00000-000-00000-0000-10-00000	.00	8,377.74	8,377.74	.00	.00
Other State Revenues 101-00000-469904-00000-000-00000-0000-10-00000	.00	3,129.04	3,129.04	.00	.00
Other State Revenues - OT TBI 101-00000-475900-00000-000-00000-0000-10-00000	.00	1,385.10	1,385.10	.00	.00
Fed. Through State - Other 101-00000-475900-00000-541-00000-0000-10-00000	.00	37,814.34	37,814.34	.00	.00
Fed. Through State - Other 101-00000-475900-00000-113-00000-0000-10-00000	.00	662,858.49	662,858.49	.00	.00
Fed. Through State - Other 101-00000-479900-00000-000-00000-0000-10-00000	.00	35,467.75	35,467.75	.00	.00
Direct Federal Revenue - Other 101-00000-481100-00000-000-00000-0000-10-00000	.00	342,026.18	342,426.18	-400.00	-400.00
Prisoner Board 101-00000-481401-00000-000-00000-0000-10-00000	.00	600.00	960.00	-360.00	-360.00
Contrated Services - City of M 101-00000-481403-00000-000-00000-0000-10-00000	.00	21,985.03	21,985.03	.00	.00
Contrated Services - City of A 101-00000-481404-00000-000-00000-0000-10-00000	.00	30,487.03	30,487.03	.00	.00
Contrated Services - Louisvill 101-00000-486100-00000-000-00000-0000-10-00000	.00	.00	12,500.00	-12,500.00	-12,500.00
Donations 101-00000-486100-00000-512-00000-0000-10-00000	.00	375.00	1,869.38	-1,494.38	-1,494.38
Donations	.00	.00	73,781.50	-73,781.50	-73,781.50
TOTALS FOR FUND 101 Gen County	.00	2,685,412.96	2,916,968.71	-231,555.75	-231,555.75

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 112

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
112-00000-402605-00000-000-00000-0000-20-00000 Litigation Tax Special Purpose	.00	122.16	122.16	.00	.00
112-00000-402661-00000-000-00000-0000-20-00000 Litigation Tax Jail, Workhouse	.00	13,002.37	13,002.37	.00	.00
112-00000-402662-00000-000-00000-0000-20-00000 Litigation Tax Jail, Workhouse	.00	411.48	411.48	.00	.00
TOTALS FOR FUND 112 CH/Jail Maintenance	.00	13,536.01	13,536.01	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 114

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
114-00000-402604-00000-000-00000-0000-20-00000 Litigation Tax Special Purpose	.00	17.72	17.72	.00	.00
114-00000-402605-00000-000-00000-0000-20-00000 Litigation Tax Special Purpose	.00	549.36	549.36	.00	.00
114-00000-402606-00000-000-00000-0000-20-00000 Litigation Tax Special Purpose	.00	122.16	122.16	.00	.00
TOTALS FOR FUND 114 Law Library	.00	689.24	689.24	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 115

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
115-00000-433500-00000-000-00000-0000-20-00000 Copy Fees	.00	196.85	1,157.50	-960.65	-960.65
115-00000-433600-00000-000-00000-0000-20-00000 Library Fees	.00	98.25	872.10	-773.85	-773.85
115-00000-441100-00000-000-00000-0000-20-00000 Recurring Items - Investment I	.00	6,629.19	6,629.19	.00	.00
115-00000-449904-00000-000-00000-0000-20-00000 Other Local Revenues_Resale	.00	.00	39.15	-39.15	-39.15
115-00000-449908-00000-000-00000-0000-20-00000 Other Local Revenues_Cafe	.00	421.12	2,281.68	-1,860.56	-1,860.56
115-00000-449909-00000-000-00000-0000-20-00000 Other Local Revenues_Meet Room	.00	.00	190.00	-190.00	-190.00
115-00000-486100-00000-000-00000-0000-20-00000 Citizens Groups_Donations	.00	.00	2.50	-2.50	-2.50
TOTALS FOR FUND 115 Library	.00	7,345.41	11,172.12	-3,826.71	-3,826.71

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 122

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
122-00000-421400-00000-000-00000-0000-20-00000 Drug Control Fines	.00	1,045.00	1,045.00	.00	.00
122-00000-423400-00000-000-00000-0000-20-00000 General Sessions- Drug Control	.00	237.50	237.50	.00	.00
122-00000-433700-00000-000-00000-0000-20-00000 Telephone Commissions	.00	15,374.06	15,374.06	.00	.00
122-00000-441100-00000-000-00000-0000-20-00000 Recurring Items - Investment I	.00	9,346.47	9,346.47	.00	.00
TOTALS FOR FUND 122 Drug Control	.00	26,003.03	26,003.03	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 127

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
127-00000-441100-00000-000-00000-0000-20-00000 Recurring Items - Investment I	.00	108,036.23	108,036.23	.00	.00
TOTALS FOR FUND 127 Other Gen Govt Special Revenue	.00	108,036.23	108,036.23	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 131

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
131-00000-401620-00000-000-00000-0000-20-00000 Payments in Lieu of Taxes - Lo	.00	4,304.90	4,304.90	.00	.00
131-00000-402100-00000-000-00000-0000-20-00000 Local Option Sales Tax	.00	792,279.56	792,279.56	.00	.00
131-00000-402800-00000-000-00000-0000-20-00000 Mineral Severance Tax	.00	33,194.37	33,194.37	.00	.00
131-00000-415900-00000-000-00000-0000-20-00000 Other Permits	.00	.00	32,350.70	-32,350.70	-32,350.70
131-00000-441100-00000-000-00000-0000-20-00000 Recurring Items - Investment I	.00	6,759.22	6,759.22	.00	.00
131-00000-441450-00000-000-00000-0000-20-00000 Sale of Recycled Materials	.00	.00	277.20	-277.20	-277.20
131-00000-449900-00000-000-00000-0000-20-00000 Other Local Revenue	.00	.00	41.02	-41.02	-41.02
131-00000-469200-00000-000-00000-0000-20-00000 Other State Revenues - Gasolin	.00	331,825.23	331,825.23	.00	.00
131-00000-469250-00000-000-00000-0000-20-00000 Other State Rev Hybrid/Ele Reg	.00	3,279.38	3,279.38	.00	.00
131-00000-469300-00000-000-00000-0000-20-00000 Other State Revenues - Petrole	.00	7,469.50	7,469.50	.00	.00
131-00000-497000-00000-000-00000-0000-20-00000 Insurance Recovery	.00	4,078.85	12,505.57	-8,426.72	-8,426.72
TOTALS FOR FUND 131 Highway	.00	1,183,191.01	1,224,286.65	-41,095.64	-41,095.64

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 141

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
141-00000-401300-00000-000-00000-0000-50-00000 Circuit Clerk and Clerk Master	.00	18,009.32	18,009.32	.00	.00
141-00000-401610-00000-000-00000-0000-50-00000 Payments in Lieu of Taxes - T.	.00	.00	1,106.55	-1,106.55	-1,106.55
141-00000-401620-00000-000-00000-0000-50-00000 Payments in Lieu of Taxes - Lo	.00	1,928.79	1,928.79	.00	.00
141-00000-402100-00000-000-00000-0000-50-00000 Local Option Sales Tax	.00	2,172,321.12	2,172,321.12	.00	.00
141-00000-402700-00000-000-00000-0000-50-00000 Business Tax	.00	13,335.62	13,335.62	.00	.00
141-00000-402750-00000-000-00000-0000-50-00000 Mixed Drink Tax	.00	26,370.73	26,370.73	.00	.00
141-00000-411100-00000-000-00000-0000-50-00000 Marriage Licenses	.00	411.17	411.17	.00	.00
141-00000-439900-00000-000-00000-0000-50-00000 Other Charges for Services	.00	.00	16,098.83	-16,098.83	-16,098.83
141-00000-441100-00000-000-00000-0000-50-00000 Recurring Items - Investment I	.00	57,173.61	57,173.61	.00	.00
141-00000-441200-00000-000-00000-0000-50-00000 Recurring Items -Lease or Rent	.00	.00	200.00	-200.00	-200.00
141-00000-441300-00000-000-00000-0000-50-00000 Recurring Items-Sale of Materi	.00	.00	171.00	-171.00	-171.00
141-00000-445401-00000-000-00000-0000-50-00000 Nonrecurring-Sale of Vehicle	.00	.00	4,870.00	-4,870.00	-4,870.00
141-00000-449900-00000-000-00000-0000-50-00000 Other Local Revenue	.00	57.15	3,493.65	-3,436.50	-3,436.50
141-00000-465100-00000-000-00000-0000-50-00000 State Education-TISA	.00	.00	1,493,310.21	-1,493,310.21	-1,493,310.21
141-00000-465150-00000-000-00000-0000-50-00000 State Education - Early Childh	.00	.00	14,090.93	-14,090.93	-14,090.93
141-00000-466100-00000-000-00000-0000-50-00000 State Education - Career Ladde	.00	.00	1,144.60	-1,144.60	-1,144.60
141-00000-468521-00000-000-00000-0000-50-00000 Other State Revenues - TelComT	.00	2,470.69	2,470.69	.00	.00
141-00000-476400-00000-000-00000-0000-50-00000 Direct Federal Revenue - ROTC	.00	.00	4,991.69	-4,991.69	-4,991.69
TOTALS FOR FUND 141 GPSF	.00	2,292,078.20	3,831,498.51	-1,539,420.31	-1,539,420.31

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 142

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
142-00000-471410-01024-000-00000-0000-50-00000 Fed. Through State - Title I G	.00	.00	6,518.57	-6,518.57	-6,518.57
142-00000-471410-10024-000-00000-0000-50-00000 Fed. Through State - Title I G	.00	.00	62,397.91	-62,397.91	-62,397.91
142-00000-471890-20024-000-00000-0000-50-00000 Fed. Through State - Eisnehowe	.00	.00	7,428.30	-7,428.30	-7,428.30
142-00000-471310-80024-000-00000-0000-50-00000 Fed. Through State - Voc Ed Ba	.00	.00	4,646.15	-4,646.15	-4,646.15
142-00000-475906-81024-000-00000-0000-50-00000 Fed. Through State - Voc. Tran	.00	.00	15,762.57	-15,762.57	-15,762.57
142-00000-471430-90024-000-00000-0000-50-00000 Fed. Through State - Special E	.00	.00	2,887.18	-2,887.18	-2,887.18
142-00000-473090-98024-000-00000-0000-50-00000 ESSER 3.0	.00	.00	683,971.81	-683,971.81	-683,971.81
TOTALS FOR FUND 142 Federal School	.00	.00	783,612.49	-783,612.49	-783,612.49

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 143

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
143-00000-435700-00000-000-00000-0000-50-00000 Receipts from Individual Schoo	.00	.00	29.00	-29.00	-29.00
143-00000-441100-00000-000-00000-0000-50-00000 Recurring Items - Investment I	.00	12,327.10	12,327.10	.00	.00
143-00000-441300-00000-000-00000-0000-50-00000 Recurring Items-Sale of Materi	.00	.00	288.00	-288.00	-288.00
143-00000-471110-00000-000-00000-0000-50-00000 Fed. Through State - USDA Scho	.00	.00	37,385.22	-37,385.22	-37,385.22
143-00000-471130-00000-000-00000-0000-50-00000 Fed. Through State - Breakfast	.00	.00	21,651.63	-21,651.63	-21,651.63
TOTALS FOR FUND 143 Café	.00	12,327.10	71,680.95	-59,353.85	-59,353.85

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 146

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
146-00000-435810-00000-000-00000-0000-50-00000 Community Service Fees - Child	.00	3,514.94	125,640.50	-122,125.56	-122,125.56
146-00000-441100-00000-000-00000-0000-50-00000 Recurring Items - Investment I	.00	11,364.44	11,364.44	.00	.00
146-00000-465901-00000-000-00000-0000-50-00000 State Education - Other Ed Chi	.00	.00	10,463.85	-10,463.85	-10,463.85
TOTALS FOR FUND 146 Ext Daycare	.00	14,879.38	147,468.79	-132,589.41	-132,589.41

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 151

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
151-00000-401300-00000-000-00000-0000-10-00000 Circuit Clerk and Clerk Master	.00	12,815.97	12,815.97	.00	.00
151-00000-401620-00000-000-00000-0000-10-00000 Payments in Lieu of Taxes - Lo	.00	1,372.58	1,372.58	.00	.00
151-00000-402100-00000-000-00000-0000-10-00000 Local Option Sales Tax	.00	176,062.13	176,062.13	.00	.00
151-00000-402700-00000-000-00000-0000-10-00000 Business Tax	.00	9,488.82	9,488.82	.00	.00
151-00000-441100-00000-000-00000-0000-10-00000 Recurring Items - Investment I	.00	86,433.58	92,023.99	-5,590.41	-5,590.41
151-00000-468521-00000-000-00000-0000-10-00000 Other State Revenues - TelComT	.00	1,758.22	1,758.22	.00	.00
TOTALS FOR FUND 151 Gen Debt Service	.00	287,931.30	293,521.71	-5,590.41	-5,590.41

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 176

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
176-00000-441100-00000-000-00000-0000-60-00000 Recurring Items-Invest Income	.00	25,431.92	25,431.92	.00	.00
176-00000-475900-00000-620-00000-0000-60-00000 Fed. Through State - Other	.00	5,288.00	.00	5,288.00	5,288.00
TOTALS FOR FUND 176 Highway Capital	.00	30,719.92	25,431.92	5,288.00	5,288.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 177

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
177-00000-401300-00000-000-00000-0000-60-00000 Circuit Clerk and Clerk Master	.00	5,825.42	5,825.42	.00	.00
177-00000-401620-00000-000-00000-0000-60-00000 Payments in Lieu of Taxes - Lo	.00	623.90	623.90	.00	.00
177-00000-402700-00000-000-00000-0000-60-00000 Business Tax	.00	4,310.10	4,310.10	.00	.00
177-00000-441100-00000-000-00000-0000-60-00000 Recurring Items - Investment I	.00	50,346.67	50,346.67	.00	.00
177-00000-468521-00000-000-00000-0000-60-00000 Other State Revenues - TelComT	.00	799.19	799.19	.00	.00
TOTALS FOR FUND 177 Education Capital	.00	61,905.28	61,905.28	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 189

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
189-00000-401300-00000-000-00000-0000-60-00000 Circuit Clerk and Clerk Master	.00	1,747.64	1,747.64	.00	.00
189-00000-401620-00000-000-00000-0000-60-00000 Payments in Lieu of Taxes - Lo	.00	187.17	187.17	.00	.00
189-00000-402700-00000-000-00000-0000-60-00000 Business Tax	.00	1,293.04	1,293.04	.00	.00
189-00000-441100-00000-000-00000-0000-60-00000 Recurring Items-Invest Income	.00	19,562.08	19,562.08	.00	.00
189-00000-441100-00000-587-00000-0000-60-00000 Recurring Items-Invest Income	.00	729.31	729.31	.00	.00
189-00000-441100-00000-588-00000-0000-60-00000 Recurring Items-Invest Income	.00	353.85	353.85	.00	.00
189-00000-468521-00000-000-00000-0000-60-00000 Other State Revenues - TelComT	.00	239.76	239.76	.00	.00
TOTALS FOR FUND 189 Gen Construction	.00	24,112.85	24,112.85	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 263

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
263-00000-441100-00000-000-00000-0000-30-00000 Recurring Items - Investment I	.00	12,894.33	12,894.33	.00	.00
TOTALS FOR FUND 263 Gen Liability	.00	12,894.33	12,894.33	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 264

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
264-00000-431010-00000-000-00000-0000-30-00000 Self Insurance Premiums Contri	.00	.00	1,804,362.88	-1,804,362.88	-1,804,362.88
264-00000-431010-00000-110-00000-0000-30-00000 Self Insurance Premiums Contri	.00	.00	90,502.28	-90,502.28	-90,502.28
264-00000-441100-00000-000-00000-0000-30-00000 Recurring Items - Investment I	.00	66,797.22	66,797.22	.00	.00
264-00000-441600-00000-000-00000-0000-30-00000 Recurring Items - Retiree Insu	.00	25,734.96	25,734.96	.00	.00
264-00000-441600-00000-110-00000-0000-30-00000 Recurring Items - Retiree Insu	.00	3,449.10	3,449.10	.00	.00
264-00000-441610-00000-110-00000-0000-30-00000 Recurring Items - COBRA Insura	.00	28.85	28.85	.00	.00
264-00000-441610-00000-000-00000-0000-30-00000 Recurring Items - COBRA Insura	.00	2,290.90	2,290.90	.00	.00
TOTALS FOR FUND 264 Health	.00	98,301.03	1,993,166.19	-1,894,865.16	-1,894,865.16

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 266

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
266-00000-441100-00000-000-00000-0000-30-00000 Recurring Items - Investment I	.00	19,436.55	19,436.55	.00	.00
TOTALS FOR FUND 266 Workers Comp	.00	19,436.55	19,436.55	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 333

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
333-00000-441100-00000-000-00000-0000-40-00000 Recurring Items-Invest Income	.00	2,162.21	2,162.21	.00	.00
TOTALS FOR FUND 333 Private Purpose Trust	.00	2,162.21	2,162.21	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 336

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
336-00000-489900-00000-000-00000-0000-40-00000 Other	.00	.00	225.74	-225.74	-225.74
TOTALS FOR FUND 336 Tax Trust Fund	.00	.00	225.74	-225.74	-225.74

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 351

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
351-00000-402101-00000-000-00000-0000-40-00000 Local Option Sales Tax - City	.00	1,443,774.82	1,443,774.82	.00	.00
351-00000-402103-00000-000-00000-0000-40-00000 Local Option Sales Tax - City	.00	1,232,829.44	1,232,829.44	.00	.00
351-00000-402105-00000-000-00000-0000-40-00000 Local Option Sales Tax - City	.00	25,250.89	25,250.89	.00	.00
351-00000-402106-00000-000-00000-0000-40-00000 Local Option Sales Tax - City	.00	34,225.18	34,225.18	.00	.00
351-00000-402107-00000-000-00000-0000-40-00000 Local Option Sales Tax - City	.00	92,984.03	92,984.03	.00	.00
351-00000-402108-00000-000-00000-0000-40-00000 Local Option Sales Tax - City	.00	67,301.32	67,301.32	.00	.00
TOTALS FOR FUND 351 City Sales Tax	.00	2,896,365.68	2,896,365.68	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 355

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
355-00000-401300-00000-000-00000-0000-40-00000 Circuit Clerk and Clerk Master	.00	3,843.08	3,843.08	.00	.00
355-00000-401620-00000-000-00000-0000-40-00000 Payments in Lieu of Taxes - Lo	.00	411.59	411.59	.00	.00
355-00000-402100-00000-000-00000-0000-40-00000 Local Option Sales Tax	.00	463,556.20	463,556.20	.00	.00
355-00000-402700-00000-000-00000-0000-40-00000 Business Tax	.00	2,845.74	2,845.74	.00	.00
355-00000-411100-00000-000-00000-0000-40-00000 Marriage Licenses	.00	87.74	87.74	.00	.00
355-00000-449900-00000-000-00000-0000-40-00000 Other Local Revenue	.00	12.19	12.19	.00	.00
355-00000-468521-00000-000-00000-0000-40-00000 Other State Revenues - TelComT	.00	527.23	527.23	.00	.00
TOTALS FOR FUND 355 City School-Alcoa	.00	471,283.77	471,283.77	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 356

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
356-00000-401300-00000-000-00000-0000-40-00000 Circuit Clerk and Clerk Master	.00	10,187.47	10,187.47	.00	.00
356-00000-401620-00000-000-00000-0000-40-00000 Payments in Lieu of Taxes - Lo	.00	1,091.07	1,091.07	.00	.00
356-00000-402100-00000-000-00000-0000-40-00000 Local Option Sales Tax	.00	1,228,830.10	1,228,830.10	.00	.00
356-00000-402700-00000-000-00000-0000-40-00000 Business Tax	.00	7,543.66	7,543.66	.00	.00
356-00000-411100-00000-000-00000-0000-40-00000 Marriage Licenses	.00	232.59	232.59	.00	.00
356-00000-449900-00000-000-00000-0000-40-00000 Other Local Revenue	.00	32.33	32.33	.00	.00
356-00000-468521-00000-000-00000-0000-40-00000 Other State Revenues - TelComT	.00	1,397.62	1,397.62	.00	.00
TOTALS FOR FUND 356 City School-Maryville	.00	1,249,314.84	1,249,314.84	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 363

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
363-00000-428101-00000-000-00000-0000-40-00000 Judicial District - General Fi	.00	1,151.87	1,151.87	.00	.00
363-00000-428102-00000-000-00000-0000-40-00000 Judicial District - Circuit Fi	.00	2,950.46	2,950.46	.00	.00
363-00000-428651-00000-000-00000-0000-40-00000 Forfeitures	.00	.00	6,451.00	-6,451.00	-6,451.00
363-00000-441100-00000-000-00000-0000-40-00000 Recurring Items - Investment I	.00	3,296.14	3,296.14	.00	.00
363-00000-449904-00000-000-00000-0000-40-00000 Other Local Revenue - Recovery	.00	.00	30.00	-30.00	-30.00
363-00000-481309-00000-000-00000-0000-40-00000 5th - Contributions	.00	.00	63,750.00	-63,750.00	-63,750.00
TOTALS FOR FUND 363 5TH JDDTF	.00	7,398.47	77,629.47	-70,231.00	-70,231.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 364

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
364-00000-423600-00000-000-00000-0000-40-00000 General Sessions - District At	.00	148.05	148.05	.00	.00
364-00000-441100-00000-000-00000-0000-40-00000 Recurring Items - Investment I	.00	1,032.45	1,032.45	.00	.00
TOTALS FOR FUND 364 District Attorney General	.00	1,180.50	1,180.50	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 365

ACCOUNT ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
365-00000-402200-00000-000-00000-0000-40-00000 Hotel Motel Tax	.00	407,367.46	407,367.46	.00	.00
TOTALS FOR FUND 365 Other Agency Fund - Tourism	.00	407,367.46	407,367.46	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

FUND 365

ACCOUNT	ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
	REPORT TOTALS	.00	11,913,872.76	16,670,951.23	-4,757,078.47	-4,757,078.47

ACCOUNT SUMMARY TRIAL BALANCE FOR FY25/JUL TO JUL

REPORT OPTIONS

Print (D)etail or (S)ummary:	S
Fiscal year-to-date version:	N
Reporting year:	2025
Reporting from period:	1 JUL to 1 JUL
Journal Detail from	to
(B)alance sheet or (A)ll accounts:	A
Roll up projects to object level:	N
Omit zero balance accounts:	Y
Sort by 3 Org-Obj-Project	
Print Org Code? (Y/N)	N
Print Fund Header and Org/Obj	N
Include page break between funds	Y
Include page break between each subfund	N
Print subfund totals	N
Print report options	Y
Exclude fund balance YEC/AJE for prior years	N

Find Criteria

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

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

Blount County, TN

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51100 County Commission							
10100290 519100 00000 BoardCommi	102,060	0	102,060	8,505.00	.00	93,555.00	8.3%
10100290 520100 00000 Social Sec	6,328	0	6,328	527.31	.00	5,800.69	8.3%
10100290 521200 00000 Employer M	1,480	0	1,480	123.27	.00	1,356.73	8.3%
10100290 530700 00000 Communictn	3,270	0	3,270	667.44	.00	2,602.56	20.4%
10100290 532000 00000 Dues and M	2,200	0	2,200	2,200.00	.00	.00	100.0%
10100290 533000 00000 Lease Paym	1,635	0	1,635	8.37	500.00	1,126.63	31.1%
10100290 533200 00000 Legal Noti	3,820	0	3,820	234.00	.00	3,586.00	6.1%
10100290 534800 00000 Postal Cha	100	0	100	.00	.00	100.00	.0%
10100290 534900 00000 Printing S	750	0	750	.00	.00	750.00	.0%
10100290 535500 00000 Travel	10,000	0	10,000	.00	4,000.00	6,000.00	40.0%
10100290 535600 00000 Tuition	6,100	0	6,100	.00	3,750.00	2,350.00	61.5%
10100290 541100 00000 Data Proce	50	0	50	.00	.00	50.00	.0%
10100290 541400 00000 Duplicatin	150	0	150	.00	.00	150.00	.0%
10100290 542200 00000 Food Suppl	250	0	250	.00	.00	250.00	.0%
10100290 543500 00000 Office Sup	800	0	800	.00	.00	800.00	.0%
10100290 549900 00000 Other Supp	750	0	750	9.99	.00	740.01	1.3%
TOTAL County Commission	139,743	0	139,743	12,275.38	8,250.00	119,217.62	14.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51210 Board of Equalization							
10100300 519100 00000 BoardCommi	4,000	0	4,000	645.00	.00	3,355.00	16.1%
10100300 520100 00000 Social Sec	0	0	0	39.99	.00	-39.99	100.0%
10100300 521000 00000 Unemp Comp	0	0	0	.36	.00	-.36	100.0%
10100300 521200 00000 Employer M	0	0	0	9.35	.00	-9.35	100.0%
TOTAL Board of Equalization	4,000	0	4,000	694.70	.00	3,305.30	17.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51240 Other Boards and Committees							
10100320 510500 00000 Supervisor	67,401	0	67,401	.00	.00	67,401.00	.0%
10100320 516800 00000 Temporary	15,000	0	15,000	.00	.00	15,000.00	.0%
10100320 518900 00000 Other Sala	31,515	0	31,515	.00	.00	31,515.00	.0%
10100320 520100 00000 Social Sec	7,063	0	7,063	.00	.00	7,063.00	.0%
10100320 520400 00000 State Reti	7,906	0	7,906	.00	.00	7,906.00	.0%
10100320 520600 00000 Life Ins E	59	0	59	.00	.00	59.00	.0%
10100320 520700 00000 Health Ins	16,176	0	16,176	.00	.00	16,176.00	.0%
10100320 520800 00000 Dental Ins	276	0	276	.00	.00	276.00	.0%
10100320 521000 00000 Unemp Comp	84	0	84	.00	.00	84.00	.0%
10100320 521200 00000 Employer M	1,652	0	1,652	.00	.00	1,652.00	.0%
10100320 530700 00000 Communictn	600	0	600	.00	.00	600.00	.0%
10100320 533200 00000 Legal Noti	2,000	0	2,000	.00	.00	2,000.00	.0%
10100320 534800 00000 PostalChg	200	0	200	.00	.00	200.00	.0%
10100320 535500 00000 Travel	2,000	0	2,000	.00	.00	2,000.00	.0%
10100320 542200 00000 Food Suppl	2,500	0	2,500	.00	.00	2,500.00	.0%
10100320 543500 00000 Office Sup	500	0	500	.00	.00	500.00	.0%
10100320 551300 00000 Workers Co	138	0	138	.00	.00	138.00	.0%
10100320 559900 00000 Other Char	7,375	0	7,375	.00	.00	7,375.00	.0%
TOTAL Other Boards and Committees	162,445	0	162,445	.00	.00	162,445.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51300 County Mayor								
10100330 510100 00000	County Off	181,479	0	181,479	13,959.94	.00	167,519.30	7.7%
10100330 516100 00000	Secretary	76,568	0	76,568	5,770.00	.00	70,798.20	7.5%
10100330 516200 00000	Clerical P	46,428	0	46,428	3,474.66	.00	42,952.86	7.5%
10100330 520100 00000	Social Sec	18,877	0	18,877	1,391.08	.00	17,486.37	7.4%
10100330 520400 00000	State Reti	21,009	0	21,009	1,361.37	.00	19,647.40	6.5%
10100330 520600 00000	Life Ins E	171	0	171	14.38	.00	156.74	8.4%
10100330 520700 00000	Health Ins	40,596	0	40,596	3,321.00	.00	37,275.00	8.2%
10100330 520800 00000	Dental Ins	846	0	846	70.08	.00	775.92	8.3%
10100330 521000 00000	Unemp Comp	369	0	369	.00	.00	368.99	.0%
10100330 521200 00000	Employer M	4,415	0	4,415	325.32	.00	4,089.57	7.4%
10100330 530700 00000	Communicat	2,500	0	2,500	1,285.70	.00	1,214.30	51.4%
10100330 532000 00000	Dues and M	165	0	165	.00	.00	165.00	.0%
10100330 534800 00000	PostalChg	50	0	50	.00	.00	50.00	.0%
10100330 534900 00000	Printing S	700	0	700	.00	.00	700.00	.0%
10100330 535500 00000	Travel	750	0	750	.00	400.00	350.00	53.3%
10100330 535600 00000	Tuition	500	0	500	200.00	.00	300.00	40.0%
10100330 542200 00000	Food Suppl	750	0	750	.00	405.65	344.35	54.1%
10100330 542500 00000	Gasoline	750	0	750	.00	.00	750.00	.0%
10100330 543500 00000	Office Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
10100330 551300 00000	Workers Co	509	0	509	.00	.00	508.83	.0%
TOTAL County Mayor		398,432	0	398,432	31,173.53	805.65	366,452.83	8.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51310 Personnel Office							
10100340 510500 00000 Supervisor	100,714	0	100,714	7,589.60	.00	93,124.28	7.5%
10100340 516200 00000 Clerical P	225,905	0	225,905	14,323.91	.00	211,581.06	6.3%
10100340 518700 00000 Overtime P	500	0	500	96.31	.00	403.69	19.3%
10100340 520100 00000 Social Sec	20,250	0	20,250	1,290.38	.00	18,959.99	6.4%
10100340 520400 00000 State Reti	22,537	0	22,537	1,462.83	.00	21,073.87	6.5%
10100340 520600 00000 Life Ins E	297	0	297	19.74	.00	277.26	6.6%
10100340 520700 00000 Health Ins	64,512	0	64,512	4,583.50	.00	59,928.50	7.1%
10100340 520800 00000 Dental Ins	1,410	0	1,410	105.12	.00	1,304.88	7.5%
10100340 521000 00000 Unemp Comp	980	0	980	.00	.00	979.86	.0%
10100340 521200 00000 Employer M	4,736	0	4,736	301.79	.00	4,434.18	6.4%
10100340 530200 00000 Advertisng	1,000	0	1,000	.00	.00	1,000.00	.0%
10100340 530700 00000 Communicat	2,650	0	2,650	2,012.40	.00	637.60	75.9%
10100340 531200 00000 ConPriAgcy	5,000	0	5,000	222.62	.00	4,777.38	4.5%
10100340 532000 00000 Dues and M	1,425	0	1,425	.00	.00	1,425.00	.0%
10100340 533000 00000 Lease Paym	250	0	250	13.25	.00	236.75	5.3%
10100340 533100 00000 Legal Svcs	2,500	0	2,500	.00	.00	2,500.00	.0%
10100340 533300 00000 Licenses	210	0	210	.00	.00	210.00	.0%
10100340 534800 00000 PostalChg	2,200	0	2,200	.00	.00	2,200.00	.0%
10100340 535500 00000 Travel	250	0	250	.00	.00	250.00	.0%
10100340 535600 00000 Tuition	3,500	0	3,500	.00	.00	3,500.00	.0%
10100340 539900 00000 Other Cont	18,000	0	18,000	390.44	.00	17,609.56	2.2%
10100340 542200 00000 Food Suppl	300	0	300	.00	.00	300.00	.0%
10100340 542900 00000 Instr Supp	38,250	0	38,250	20,813.88	.00	17,436.12	54.4%
10100340 543500 00000 Office Sup	2,800	0	2,800	.00	.00	2,800.00	.0%
10100340 549900 00000 Other Supp	8,000	0	8,000	.00	.00	8,000.00	.0%
10100340 551300 00000 Workers Co	848	0	848	.00	.00	848.05	.0%
TOTAL Personnel Office	529,024	0	529,024	53,225.77	.00	475,798.03	10.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51500 Election Commission							
10100350 510100 00000 County Off	107,131	0	107,131	8,240.84	.00	98,890.16	7.7%
10100350 516200 00000 Clerical P	137,950	0	137,950	9,913.68	.00	128,036.68	7.2%
10100350 516800 00000 Temporary	58,679	0	58,679	1,429.72	.00	57,249.22	2.4%
10100350 516900 00000 Part time	0	0	0	1,039.96	.00	-1,039.96	100.0%
10100350 518700 00000 Overtime P	7,000	0	7,000	411.21	.00	6,588.79	5.9%
10100350 519200 00000 Election C	26,269	0	26,269	1,938.50	.00	24,330.59	7.4%
10100350 519300 00000 Election W	145,500	0	145,500	7,287.00	.00	138,213.00	5.0%
10100350 519600 00000 InSerivce	15,000	0	15,000	.00	.00	15,000.00	.0%
10100350 520100 00000 Social Sec	20,446	0	20,446	1,710.77	.00	18,735.16	8.4%
10100350 520400 00000 State Reti	22,772	0	22,772	1,093.77	.00	21,678.26	4.8%
10100350 520600 00000 Life Ins E	207	0	207	16.64	.00	190.24	8.0%
10100350 520700 00000 Health Ins	50,220	0	50,220	4,698.00	.00	45,522.00	9.4%
10100350 520800 00000 Dental Ins	846	0	846	93.44	.00	752.56	11.0%
10100350 521000 00000 Unemp Comp	911	0	911	35.27	.00	876.01	3.9%
10100350 521200 00000 Employer M	4,785	0	4,785	400.06	.00	4,385.37	8.4%
10100350 530700 00000 Communicat	7,500	0	7,500	2,726.76	.00	4,773.24	36.4%
10100350 532000 00000 Dues and M	450	0	450	.00	.00	450.00	.0%
10100350 533000 00000 Lease Paym	1,820	0	1,820	98.16	1,651.84	70.00	96.2%
10100350 533200 00000 Legal Noti	28,000	0	28,000	731.25	.00	27,268.75	2.6%
10100350 533300 00000 Licenses	31,000	0	31,000	13,419.12	.00	17,580.88	43.3%
10100350 533400 00000 Maintenanc	20,000	0	20,000	.00	.00	20,000.00	.0%
10100350 534800 00000 PostalChg	18,000	0	18,000	.00	.00	18,000.00	.0%
10100350 534900 00000 Printing S	7,500	0	7,500	.00	.00	7,500.00	.0%
10100350 535100 00000 Rentals	5,000	0	5,000	.00	750.00	4,250.00	15.0%
10100350 535500 00000 Travel	11,000	0	11,000	.00	.00	11,000.00	.0%
10100350 535600 00000 Tuition	2,500	0	2,500	.00	.00	2,500.00	.0%
10100350 542200 00000 Food Suppl	1,500	0	1,500	.00	925.00	575.00	61.7%
10100350 542500 00000 Gasoline	600	0	600	.00	.00	600.00	.0%
10100350 543500 00000 Office Sup	16,000	0	16,000	2,097.56	5,587.49	8,314.95	48.0%
10100350 551300 00000 Workers Co	1,866	0	1,866	.00	.00	1,865.71	.0%
TOTAL Election Commission	750,453	0	750,453	57,381.71	8,914.33	684,156.61	8.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51600 Register of Deeds							
10100360 510100 00000 County Off	119,034	0	119,034	9,156.46	.00	109,877.54	7.7%
10100360 516200 00000 Clerical P	426,355	0	426,355	31,010.80	.00	395,344.16	7.3%
10100360 516900 00000 Part time	4,130	0	4,130	.00	.00	4,130.09	.0%
10100360 520100 00000 Social Sec	34,068	0	34,068	2,375.76	.00	31,691.92	7.0%
10100360 520400 00000 State Reti	37,632	0	37,632	2,387.27	.00	35,244.57	6.3%
10100360 520600 00000 Life Ins E	512	0	512	42.50	.00	469.66	8.3%
10100360 520700 00000 Health Ins	105,168	0	105,168	7,175.00	.00	97,993.00	6.8%
10100360 520800 00000 Dental Ins	2,256	0	2,256	140.16	.00	2,115.84	6.2%
10100360 521000 00000 Unemp Comp	1,279	0	1,279	14.90	.00	1,264.16	1.2%
10100360 521200 00000 Employer M	7,968	0	7,968	555.64	.00	7,412.39	7.0%
10100360 530700 00000 Communicat	6,000	0	6,000	3,472.58	.00	2,527.42	57.9%
10100360 532000 00000 Dues and M	1,700	0	1,700	1,167.00	.00	533.00	68.6%
10100360 533000 00000 Lease Paym	1,600	0	1,600	16.13	.00	1,583.87	1.0%
10100360 534800 00000 PostalChg	600	0	600	.00	.00	600.00	.0%
10100360 534900 00000 Printing S	1,000	0	1,000	.00	.00	1,000.00	.0%
10100360 535500 00000 Travel	1,800	0	1,800	.00	.00	1,800.00	.0%
10100360 535600 00000 Tuition	600	0	600	.00	.00	600.00	.0%
10100360 539900 00000 Other Cont	50,000	0	50,000	.00	.00	50,000.00	.0%
10100360 541100 00000 Data Proce	800	0	800	.00	.00	800.00	.0%
10100360 543500 00000 Office Sup	2,500	0	2,500	.00	.00	2,500.00	.0%
10100360 545100 00000 Uniforms	600	0	600	.00	.00	600.00	.0%
10100360 549900 00000 Other Supp	600	0	600	.00	.00	600.00	.0%
10100360 551300 00000 Workers Co	1,866	0	1,866	.00	.00	1,865.71	.0%
10100360 559900 00000 Other Char	750	0	750	.00	.00	750.00	.0%
10100360 570900 00000 Data Proce	4,000	0	4,000	.00	.00	4,000.00	.0%
10100360 571100 00000 Funiture a	600	0	600	.00	.00	600.00	.0%
TOTAL Register of Deeds	813,418	0	813,418	57,514.20	.00	755,903.33	7.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51710 Planning and Development							
10100370 510500 00000 Supervisor	105,939	0	105,939	7,983.30	.00	97,955.22	7.5%
10100370 514100 00000 Foreman	167,623	0	167,623	12,631.71	.00	154,991.27	7.5%
10100370 516100 00000 Secretary	125,817	0	125,817	6,199.80	.00	119,617.25	4.9%
10100370 518900 00000 Other Sala	572,042	0	572,042	32,108.26	.00	539,933.93	5.6%
10100370 520100 00000 Social Sec	59,882	0	59,882	3,566.76	.00	56,315.31	6.0%
10100370 520400 00000 State Reti	67,028	0	67,028	4,065.71	.00	62,962.32	6.1%
10100370 520600 00000 Life Ins E	846	0	846	57.32	.00	788.56	6.8%
10100370 520700 00000 Health Ins	117,012	0	117,012	7,635.00	.00	109,377.00	6.5%
10100370 520800 00000 Dental Ins	3,102	0	3,102	210.24	.00	2,891.76	6.8%
10100370 521000 00000 Unemp Comp	2,914	0	2,914	.00	.00	2,914.26	.0%
10100370 521200 00000 Employer M	14,086	0	14,086	834.18	.00	13,251.42	5.9%
10100370 530200 00000 Advertisin	800	0	800	.00	.00	800.00	.0%
10100370 530700 00000 Communicat	22,000	0	22,000	7,543.01	.00	14,456.99	34.3%
10100370 532000 00000 Dues and M	10,000	0	10,000	951.00	800.00	8,249.00	17.5%
10100370 532100 00000 Engineerin	80,000	0	80,000	.00	.00	80,000.00	.0%
10100370 533100 00000 Legal Svcs	5,000	0	5,000	.00	.00	5,000.00	.0%
10100370 533200 00000 Legal Noti	6,000	0	6,000	93.21	.00	5,906.79	1.6%
10100370 533700 00000 Maint. And	300	0	300	.00	.00	300.00	.0%
10100370 533800 00000 Maint. And	12,000	0	12,000	.00	.00	12,000.00	.0%
10100370 534800 00000 PostalChg	1,500	0	1,500	.00	.00	1,500.00	.0%
10100370 534900 00000 Printing S	3,000	0	3,000	.00	.00	3,000.00	.0%
10100370 535600 00000 Tuition	5,000	0	5,000	.00	150.00	4,850.00	3.0%
10100370 539900 00000 Other Cont	5,500	0	5,500	242.72	.00	5,257.28	4.4%
10100370 542500 00000 Gasoline	35,000	0	35,000	270.36	.00	34,729.64	.8%
10100370 542900 00000 Instr Supp	5,000	0	5,000	96.94	.00	4,903.06	1.9%
10100370 543500 00000 Office Sup	8,500	0	8,500	.00	195.26	8,304.74	2.3%
10100370 545100 00000 Uniforms	3,000	0	3,000	.00	.00	3,000.00	.0%
10100370 547100 00000 Computer S	14,000	0	14,000	.00	.00	14,000.00	.0%
10100370 551300 00000 Workers Co	2,544	0	2,544	.00	.00	2,544.15	.0%
10100370 570800 00000 Communicat	3,000	0	3,000	.00	.00	3,000.00	.0%
10100370 570900 00000 Data Proce	4,500	0	4,500	.00	.00	4,500.00	.0%
10100370 571100 00000 Funiture a	1,000	0	1,000	.00	.00	1,000.00	.0%
10100370 571900 00000 Office Equ	5,000	0	5,000	.00	.00	5,000.00	.0%
10100370 573500 00000 Health Equ	5,000	0	5,000	.00	.00	5,000.00	.0%
10518020 539900 00000 Other Cont	0	100,000	100,000	.00	.00	100,000.00	.0%
TOTAL Planning and Development	1,473,935	100,000	1,573,935	84,489.52	1,145.26	1,488,299.95	5.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51800 County Buildings							
10100380 510500 00000 Supervisor	44,832	0	44,832	3,391.00	.00	41,440.95	7.6%
10100380 516600 00000 Custodial	248,295	0	248,295	17,009.45	.00	231,285.74	6.9%
10100380 516700 00000 Maintenanc	313,694	0	313,694	18,488.45	.00	295,205.38	5.9%
10100380 516900 00000 Part time	80,663	0	80,663	3,080.00	.00	77,583.05	3.8%
10100380 518700 00000 Overtime P	7,000	0	7,000	284.03	.00	6,715.97	4.1%
10100380 520100 00000 Social Sec	39,730	0	39,730	2,508.42	.00	37,221.55	6.3%
10100380 520400 00000 State Reti	38,777	0	38,777	2,341.17	.00	36,436.07	6.0%
10100380 520600 00000 Life Ins E	550	0	550	41.28	.00	508.80	7.5%
10100380 520700 00000 Health Ins	126,696	0	126,696	7,648.06	.00	119,047.94	6.0%
10100380 520800 00000 Dental Ins	2,820	0	2,820	197.56	.00	2,622.44	7.0%
10100380 521000 00000 Unemp Comp	1,928	0	1,928	8.39	.00	1,919.57	.4%
10100380 521200 00000 Employer M	9,318	0	9,318	586.64	.00	8,731.82	6.3%
10100380 530700 00000 Communicat	5,300	0	5,300	611.83	.00	4,688.17	11.5%
10100380 531700 00000 Data Proce	8,500	0	8,500	.00	.00	8,500.00	.0%
10100380 533000 00000 Lease Paym	11,392	0	11,392	.00	10,260.00	1,132.00	90.1%
10100380 533200 00000 Legal Noti	20	0	20	.00	.00	20.00	.0%
10100380 533400 00000 Maintenanc	155,346	0	155,346	5,950.59	127,871.41	21,524.00	86.1%
10100380 533500 00000 Maint. And	106,321	0	106,321	4,195.47	27,101.71	75,023.62	29.4%
10100380 533600 00000 Maint. And	72,217	0	72,217	1,255.49	6,524.51	64,437.00	10.8%
10100380 533800 00000 Maint. And	2,653	0	2,653	.00	.00	2,653.00	.0%
10100380 534700 00000 Pest Contr	6,830	0	6,830	.00	.00	6,830.00	.0%
10100380 535500 00000 Travel	1,350	0	1,350	.00	.00	1,350.00	.0%
10100380 535600 00000 Tuition	1,180	0	1,180	.00	.00	1,180.00	.0%
10100380 536100 00000 Permits	2,000	0	2,000	.00	.00	2,000.00	.0%
10100380 541000 00000 Custodial	56,556	0	56,556	.00	7,500.00	49,056.00	13.3%
10100380 542500 00000 Gasoline	9,000	0	9,000	84.90	.00	8,915.10	.9%
10100380 543400 00000 Natural Ga	93,000	0	93,000	124.84	.00	92,875.16	.1%
10100380 543500 00000 Office Sup	500	0	500	.00	.00	500.00	.0%
10100380 545100 00000 Uniforms	7,990	0	7,990	.00	.00	7,990.00	.0%
10100380 545200 00000 Utilities	770,000	0	770,000	9,990.07	.00	760,009.93	1.3%
10100380 551300 00000 Workers Co	2,714	0	2,714	.00	.00	2,713.76	.0%
10100380 570700 00000 Building I	108,647	0	108,647	.00	72,506.14	36,140.86	66.7%
10100380 570900 00000 Data Proce	3,266	0	3,266	.00	.00	3,265.50	.0%
10100380 571700 00000 Maint Equi	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL County Buildings	2,341,585	0	2,341,585	77,797.64	251,763.77	2,012,023.38	14.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51900 Other General Administration									
10100390	510500	00000 Supervisor	97,897	0	97,897	7,377.30	.00	90,519.95	7.5%
10100390	520100	00000 Social Sec	6,070	0	6,070	440.18	.00	5,629.45	7.3%
10100390	520400	00000 State Reti	6,755	0	6,755	509.04	.00	6,245.87	7.5%
10100390	520600	00000 Life Ins E	59	0	59	4.96	.00	54.44	8.4%
10100390	520700	00000 Health Ins	16,800	0	16,800	1,382.00	.00	15,418.00	8.2%
10100390	520800	00000 Dental Ins	282	0	282	23.36	.00	258.64	8.3%
10100390	521000	00000 Unemp Comp	294	0	294	.00	.00	293.69	.0%
10100390	521200	00000 Employer M	1,420	0	1,420	102.94	.00	1,316.57	7.3%
10100390	530700	00000 Communicat	2,046	0	2,046	675.96	.00	1,370.04	33.0%
10100390	533200	00000 Legal Noti	650	0	650	.00	.00	650.00	.0%
10100390	543500	00000 Office Sup	600	0	600	.00	.00	600.00	.0%
10100390	550600	00000 Liability	806,189	0	806,189	.00	.00	806,189.00	.0%
10100390	551300	00000 Workers Co	170	0	170	.00	.00	169.61	.0%
10100390	573500	00000 Health Equ	20,000	0	20,000	.00	.00	20,000.00	.0%
10518010	539900	00000 Other Cont	198,749	0	198,749	15,636.10	45,000.00	138,112.90	30.5%
TOTAL Other General Administration			1,157,980	0	1,157,980	26,151.84	45,000.00	1,086,828.16	6.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51910 Preservation of Records							
10100400 510500 00000 Supervisor	60,796	0	60,796	4,581.50	.00	56,214.82	7.5%
10100400 518900 00000 Other Sala	33,384	0	33,384	2,515.70	.00	30,867.97	7.5%
10100400 520100 00000 Social Sec	5,819	0	5,819	416.47	.00	5,402.50	7.2%
10100400 520400 00000 State Reti	6,498	0	6,498	489.71	.00	6,008.71	7.5%
10100400 520600 00000 Life Ins E	78	0	78	6.64	.00	71.72	8.5%
10100400 520700 00000 Health Ins	16,800	0	16,800	1,382.00	.00	15,418.00	8.2%
10100400 520800 00000 Dental Ins	282	0	282	23.36	.00	258.64	8.3%
10100400 521000 00000 Unemp Comp	283	0	283	.00	.00	282.54	.0%
10100400 521200 00000 Employer M	1,366	0	1,366	97.40	.00	1,268.21	7.1%
10100400 530700 00000 Communicat	2,500	0	2,500	1,718.37	.00	781.63	68.7%
10100400 531700 00000 Data Proce	5,250	0	5,250	.00	.00	5,250.00	.0%
10100400 532000 00000 Dues and M	425	0	425	.00	.00	425.00	.0%
10100400 533000 00000 Lease Paym	906	0	906	.00	.00	906.00	.0%
10100400 533400 00000 Maintenanc	2,150	0	2,150	.00	.00	2,150.00	.0%
10100400 534800 00000 PostalChg	100	0	100	.00	.00	100.00	.0%
10100400 535600 00000 Tuition	765	0	765	.00	.00	765.00	.0%
10100400 539900 00000 Other Cont	3,066	0	3,066	.00	.00	3,066.00	.0%
10100400 543500 00000 Office Sup	650	0	650	.00	.00	650.00	.0%
10100400 549900 00000 Other Supp	3,500	0	3,500	.00	.00	3,500.00	.0%
10100400 551300 00000 Workers Co	339	0	339	.00	.00	339.22	.0%
TOTAL Preservation of Records	144,957	0	144,957	11,231.15	.00	133,725.96	7.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51920 Risk Management							
10100410 510500 00000 Supervisor	84,417	0	84,417	6,361.50	.00	78,055.12	7.5%
10100410 518900 00000 Other Sala	57,302	0	57,302	4,318.11	.00	52,983.98	7.5%
10100410 520100 00000 Social Sec	8,752	0	8,752	618.90	.00	8,133.00	7.1%
10100410 520400 00000 State Reti	9,779	0	9,779	736.89	.00	9,041.70	7.5%
10100410 520600 00000 Life Ins E	119	0	119	9.92	.00	108.88	8.4%
10100410 520700 00000 Health Ins	23,976	0	23,976	1,977.00	.00	21,999.00	8.2%
10100410 520800 00000 Dental Ins	564	0	564	46.72	.00	517.28	8.3%
10100410 521000 00000 Unemp Comp	425	0	425	.00	.00	425.16	.0%
10100410 521200 00000 Employer M	2,055	0	2,055	144.74	.00	1,910.18	7.0%
10100410 530700 00000 Communictn	2,000	0	2,000	1,006.53	.00	993.47	50.3%
10100410 532000 00000 Dues and M	660	0	660	110.00	-110.00	660.00	.0%
10100410 533000 00000 Lease Paym	7,543	0	7,543	373.73	3,965.28	3,203.76	57.5%
10100410 533800 00000 Maint. And	500	0	500	.00	.00	500.00	.0%
10100410 534800 00000 PostalChg	50	0	50	.00	.00	50.00	.0%
10100410 534900 00000 Printing S	1,450	0	1,450	.00	.00	1,450.00	.0%
10100410 535500 00000 Travel	4,078	0	4,078	.00	.00	4,077.55	.0%
10100410 535600 00000 Tuition	2,500	0	2,500	.00	.00	2,500.00	.0%
10100410 539900 00000 Other Cont	750	0	750	.00	.00	750.00	.0%
10100410 542500 00000 Gasoline	2,388	0	2,388	.00	.00	2,388.14	.0%
10100410 543500 00000 Office Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
10100410 551300 00000 Workers Co	339	0	339	.00	.00	339.22	.0%
10100410 570900 00000 Data Proce	5,691	0	5,691	.00	.00	5,691.44	.0%
10100410 571100 00000 Funiture a	750	0	750	.00	.00	750.00	.0%
TOTAL Risk Management	217,087	0	217,087	15,704.04	3,855.28	197,527.88	9.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52100 Accounting and Budgeting							
10100420 510500 00000 Supervisor	119,034	0	119,034	4,556.10	.00	114,477.90	3.8%
10100420 511900 00000 Accountant	422,461	0	422,461	31,369.84	.00	391,091.41	7.4%
10100420 516900 00000 Part time	7,500	0	7,500	.00	.00	7,500.00	.0%
10100420 518700 00000 Overtime P	2,000	0	2,000	.00	.00	2,000.00	.0%
10100420 520100 00000 Social Sec	33,543	0	33,543	2,140.58	.00	31,402.79	6.4%
10100420 520400 00000 State Reti	37,363	0	37,363	1,943.81	.00	35,419.36	5.2%
10100420 520600 00000 Life Ins E	416	0	416	31.39	.00	384.41	7.5%
10100420 520700 00000 Health Ins	81,312	0	81,312	5,222.03	.00	76,089.97	6.4%
10100420 520800 00000 Dental Ins	1,692	0	1,692	102.55	.00	1,589.45	6.1%
10100420 521000 00000 Unemp Comp	1,624	0	1,624	.00	.00	1,624.49	.0%
10100420 521200 00000 Employer M	7,852	0	7,852	500.61	.00	7,351.07	6.4%
10100420 530700 00000 Communicat	5,000	0	5,000	3,179.64	.00	1,820.36	63.6%
10100420 531700 00000 Data Proce	400	0	400	.00	.00	400.00	.0%
10100420 532000 00000 Dues and M	2,000	0	2,000	.00	.00	2,000.00	.0%
10100420 533000 00000 Lease Paym	3,514	0	3,514	.00	.00	3,514.15	.0%
10100420 533200 00000 Legal Noti	2,500	0	2,500	.00	.00	2,500.00	.0%
10100420 534800 00000 Postal Cha	5,000	0	5,000	.00	.00	5,000.00	.0%
10100420 534900 00000 Printing S	4,000	0	4,000	.00	.00	4,000.00	.0%
10100420 535500 00000 Travel	7,000	0	7,000	216.00	.00	6,784.00	3.1%
10100420 535600 00000 Tuition	7,000	0	7,000	.00	.00	7,000.00	.0%
10100420 542200 00000 Food Suppl	1,800	0	1,800	.00	.00	1,800.00	.0%
10100420 543500 00000 Office Sup	3,600	0	3,600	.00	477.75	3,122.25	13.3%
10100420 551300 00000 Workers Co	1,357	0	1,357	.00	.00	1,356.88	.0%
TOTAL Accounting and Budgeting	757,969	0	757,969	49,262.55	477.75	708,228.49	6.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52200 Purchasing							
10100430 510500 00000 Supervisor	95,748	0	95,748	7,215.30	.00	88,532.48	7.5%
10100430 512200 00000 Purchasing	374,702	-1,000	373,702	19,727.23	.00	353,975.03	5.3%
10100430 518700 00000 Overtime P	0	1,000	1,000	115.04	.00	884.96	11.5%
10100430 520100 00000 Social Sec	29,168	0	29,168	1,626.26	.00	27,541.64	5.6%
10100430 520400 00000 State Reti	32,461	0	32,461	1,866.98	.00	30,594.07	5.8%
10100430 520600 00000 Life Ins E	416	0	416	24.70	.00	391.30	5.9%
10100430 520700 00000 Health Ins	47,712	0	47,712	1,949.00	.00	45,763.00	4.1%
10100430 520800 00000 Dental Ins	1,410	0	1,410	70.08	.00	1,339.92	5.0%
10100430 521000 00000 Unemp Comp	1,411	0	1,411	.00	.00	1,411.35	.0%
10100430 521200 00000 Employer M	6,822	0	6,822	380.34	.00	6,441.19	5.6%
10100430 530700 00000 Communicat	4,500	0	4,500	2,795.54	.00	1,704.46	62.1%
10100430 531200 00000 Contracts	18,500	0	18,500	.00	16,000.00	2,500.00	86.5%
10100430 532000 00000 Dues and M	1,200	0	1,200	.00	.00	1,200.00	.0%
10100430 533000 00000 Lease Paym	2,000	0	2,000	.00	800.00	1,200.00	40.0%
10100430 533200 00000 Legal Noti	5,000	0	5,000	.00	2,000.00	3,000.00	40.0%
10100430 534800 00000 PostalChg	1,000	0	1,000	.00	.00	1,000.00	.0%
10100430 534900 00000 Printing S	750	0	750	.00	225.53	524.47	30.1%
10100430 535500 00000 Travel	5,200	0	5,200	9.78	.00	5,190.22	.2%
10100430 535600 00000 Tuition	5,000	0	5,000	.00	.00	5,000.00	.0%
10100430 539900 00000 Other Cont	2,500	0	2,500	.00	.00	2,500.00	.0%
10100430 541100 00000 Data Proce	2,000	0	2,000	.00	1,540.00	460.00	77.0%
10100430 542200 00000 Food Suppl	2,000	0	2,000	.00	.00	2,000.00	.0%
10100430 543500 00000 Office Sup	2,200	0	2,200	.00	.00	2,200.00	.0%
10100430 549900 00000 Other Supp	1,000	0	1,000	.00	.00	1,000.00	.0%
10100430 551300 00000 Workers Co	1,187	0	1,187	.00	.00	1,187.27	.0%
10100430 559900 00000 Other Char	275	0	275	.00	.00	275.00	.0%
10100430 570900 00000 Data Proce	3,300	0	3,300	.00	.00	3,300.00	.0%
TOTAL Purchasing	647,462	0	647,462	35,780.25	20,565.53	591,116.36	8.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52220 Central Services							
10100440 510100 00000 County Off	210,000	0	210,000	.00	.00	210,000.00	.0%
10100440 521100 00000 Retiree Be	470,000	0	470,000	.00	.00	470,000.00	.0%
10100440 530500 00000 Audit Serv	52,000	0	52,000	.00	.00	52,000.00	.0%
10100440 530700 00000 Communicat	8,000	0	8,000	8,000.00	.00	.00	100.0%
10100440 530800 00000 Consultant	25,000	168,029	193,029	26,285.12	60,000.00	106,744.19	44.7%
10100440 530900 00000 ConGovtAgc	247,368	0	247,368	50,000.00	.00	197,368.00	20.2%
10100440 531000 00000 ConOthGovA	285,000	0	285,000	.00	.00	285,000.00	.0%
10100440 531600 00000 Contributi	15,000	0	15,000	.00	.00	15,000.00	.0%
10100440 532000 00000 DuesMember	33,000	0	33,000	32,063.88	.00	936.12	97.2%
10100440 533100 00000 Legal Svcs	150,000	-35,000	115,000	.00	.00	115,000.00	.0%
10100440 534100 00000 Pauper Bur	7,200	0	7,200	.00	.00	7,200.00	.0%
10100440 534800 00000 Postal Cha	10,000	0	10,000	.00	.00	10,000.00	.0%
10100440 539900 00000 Other Cont	35,000	0	35,000	.00	.00	35,000.00	.0%
10100440 543500 00000 Office Sup	6,800	0	6,800	.00	.00	6,800.00	.0%
10100440 551000 00000 Trustee Co	1,150,000	0	1,150,000	.00	.00	1,150,000.00	.0%
10100440 559900 00000 Other Char	76,692	0	76,692	.00	.00	76,692.28	.0%
10100440 572400 00000 Site Devel	500,000	0	500,000	.00	.00	500,000.00	.0%
10100450 533200 00000 Legal Noti	1,125,000	0	1,125,000	74,192.00	.00	1,050,808.00	6.6%
TOTAL Central Services	4,406,060	133,029	4,539,090	190,541.00	60,000.00	4,288,548.59	5.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52300 Property Assessor Office							
10100460 510100 00000 County Off	119,034	0	119,034	9,156.46	.00	109,877.54	7.7%
10100460 510300 00000 Assistant	620,382	0	620,382	46,500.11	.00	573,881.43	7.5%
10100460 516200 00000 Clerical P	235,711	0	235,711	17,700.39	.00	218,010.67	7.5%
10100460 518700 00000 Overtime P	1,000	0	1,000	.00	.00	1,000.00	.0%
10100460 520100 00000 Social Sec	60,429	0	60,429	4,238.49	.00	56,190.92	7.0%
10100460 520400 00000 State Reti	67,284	0	67,284	4,834.43	.00	62,449.31	7.2%
10100460 520600 00000 Life Ins E	936	0	936	78.62	.00	857.62	8.4%
10100460 520700 00000 Health Ins	198,972	0	198,972	14,618.00	.00	184,354.00	7.3%
10100460 520800 00000 Dental Ins	3,666	0	3,666	256.96	.00	3,409.04	7.0%
10100460 521000 00000 Unemp Comp	2,568	0	2,568	8.81	.00	2,559.47	.3%
10100460 521200 00000 Employer M	14,139	0	14,139	991.27	.00	13,148.07	7.0%
10100460 530700 00000 Communicat	9,000	0	9,000	6,438.10	.00	2,561.90	71.5%
10100460 531200 00000 Contracts	65,250	0	65,250	22,248.00	.00	43,002.00	34.1%
10100460 531700 00000 Data Proce	80,000	0	80,000	4,790.64	.00	75,209.36	6.0%
10100460 532000 00000 Dues and M	13,000	0	13,000	.00	2,416.10	10,583.90	18.6%
10100460 533000 00000 Lease Paym	18,000	0	18,000	105.71	3,073.35	14,820.94	17.7%
10100460 533100 00000 Legal Svcs	10,000	0	10,000	770.00	9,230.00	.00	100.0%
10100460 533800 00000 Maint. And	5,000	0	5,000	103.24	.00	4,896.76	2.1%
10100460 534800 00000 PostalChg	6,500	0	6,500	.00	.00	6,500.00	.0%
10100460 534900 00000 Printing S	1,750	0	1,750	.00	.00	1,750.00	.0%
10100460 535500 00000 Travel	15,000	0	15,000	.00	3,555.13	11,444.87	23.7%
10100460 535600 00000 Tuition	3,000	0	3,000	.00	.00	3,000.00	.0%
10100460 541400 00000 Duplicatin	4,500	0	4,500	.00	.00	4,500.00	.0%
10100460 542500 00000 Gasoline	5,000	0	5,000	39.51	.00	4,960.49	.8%
10100460 543500 00000 Office Sup	5,000	0	5,000	255.93	.00	4,744.07	5.1%
10100460 545100 00000 Uniforms	500	0	500	.00	.00	500.00	.0%
10100460 551300 00000 Workers Co	2,883	0	2,883	.00	.00	2,883.37	.0%
10100460 559900 00000 Other Char	2,500	0	2,500	.00	.00	2,500.00	.0%
10100460 571100 00000 Furniture	2,700	0	2,700	.00	.00	2,700.00	.0%
10100460 571900 00000 Office Equ	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Property Assessor Office	1,578,705	0	1,578,705	133,134.67	18,274.58	1,427,295.73	9.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52400 County Trustee Office							
10100480 510100 00000 County Off	119,034	0	119,034	9,156.46	.00	109,877.54	7.7%
10100480 516200 00000 Clerical P	325,140	0	325,140	24,997.59	.00	300,142.05	7.7%
10100480 516800 00000 Temporary	2,000	0	2,000	.00	.00	2,000.00	.0%
10100480 520100 00000 Social Sec	27,663	0	27,663	2,024.28	.00	25,638.49	7.3%
10100480 520400 00000 State Reti	30,648	0	30,648	2,356.62	.00	28,291.36	7.7%
10100480 520600 00000 Life Ins E	384	0	384	30.44	.00	353.32	7.9%
10100480 520700 00000 Health Ins	78,984	0	78,984	6,470.00	.00	72,514.00	8.2%
10100480 520800 00000 Dental Ins	1,974	0	1,974	163.52	.00	1,810.48	8.3%
10100480 521000 00000 Unemp Comp	975	0	975	.00	.00	975.42	.0%
10100480 521200 00000 Employer M	6,470	0	6,470	473.42	.00	5,996.10	7.3%
10100480 530700 00000 Communicat	4,900	0	4,900	2,583.26	.00	2,316.74	52.7%
10100480 532000 00000 Dues and M	1,700	0	1,700	1,192.00	310.00	198.00	88.4%
10100480 533000 00000 Lease Paym	500	0	500	.00	500.00	.00	100.0%
10100480 533100 00000 Legal Svcs	2,850	0	2,850	75.00	.00	2,775.00	2.6%
10100480 533200 00000 Legal Noti	295	0	295	.00	.00	295.00	.0%
10100480 533400 00000 Maintenanc	10,850	0	10,850	.00	10,850.00	.00	100.0%
10100480 534800 00000 PostalChg	31,000	0	31,000	.00	.00	31,000.00	.0%
10100480 534900 00000 Printing S	2,100	0	2,100	.00	.00	2,100.00	.0%
10100480 535500 00000 Travel	1,500	0	1,500	6.70	.00	1,493.30	.4%
10100480 535600 00000 Tuition	1,100	0	1,100	.00	300.00	800.00	27.3%
10100480 539900 00000 Other Cont	14,000	0	14,000	12.00	13,900.00	88.00	99.4%
10100480 541400 00000 Duplicatin	550	0	550	.00	.00	550.00	.0%
10100480 543500 00000 Office Sup	2,000	0	2,000	.00	.00	2,000.00	.0%
10100480 549900 00000 Other Supp	300	0	300	.00	.00	300.00	.0%
10100480 551300 00000 Workers Co	1,526	0	1,526	.00	.00	1,526.49	.0%
TOTAL County Trustee Office	668,443	0	668,443	49,541.29	25,860.00	593,041.29	11.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52500 County Clerk Office									
10100490	510100	00000 County Off	119,034	0	119,034	9,156.46	.00	109,877.54	7.7%
10100490	516200	00000 Clerical P	977,822	0	977,822	73,455.81	.00	904,366.67	7.5%
10100490	516900	00000 Part time	35,754	0	35,754	.00	.00	35,753.93	.0%
10100490	520100	00000 Social Sec	69,753	0	69,753	4,787.03	.00	64,965.90	6.9%
10100490	520400	00000 State Reti	75,683	0	75,683	5,507.37	.00	70,175.73	7.3%
10100490	520600	00000 Life Ins E	1,055	0	1,055	90.66	.00	964.26	8.6%
10100490	520700	00000 Health Ins	255,720	0	255,720	19,460.00	.00	236,260.00	7.6%
10100490	520800	00000 Dental Ins	5,640	0	5,640	443.84	.00	5,196.16	7.9%
10100490	521000	00000 Unemp Comp	3,041	0	3,041	.00	.00	3,040.73	.0%
10100490	521200	00000 Employer M	16,423	0	16,423	1,119.56	.00	15,303.29	6.8%
10100490	524000	00000 In Service	250	0	250	.00	.00	250.00	.0%
10100490	530700	00000 Communicat	8,500	0	8,500	5,529.02	.00	2,970.98	65.0%
10100490	532000	00000 Dues and M	1,750	0	1,750	1,007.00	.00	743.00	57.5%
10100490	533000	00000 Lease Paym	9,500	0	9,500	556.39	6,000.00	2,943.61	69.0%
10100490	533400	00000 Maintenanc	25,400	0	25,400	.00	.00	25,400.00	.0%
10100490	534800	00000 PostalChg	62,000	0	62,000	538.46	.00	61,461.54	.9%
10100490	534900	00000 Printing S	5,800	0	5,800	.00	2,611.00	3,189.00	45.0%
10100490	535500	00000 Travel	4,000	0	4,000	146.73	.00	3,853.27	3.7%
10100490	535600	00000 Tuition	800	0	800	.00	.00	800.00	.0%
10100490	543500	00000 Office Sup	16,500	0	16,500	93.00	.00	16,407.00	.6%
10100490	543700	00000 Periodical	480	0	480	.00	.00	480.00	.0%
10100490	551300	00000 Workers Co	4,240	0	4,240	.00	.00	4,240.25	.0%
10100490	559900	00000 Other Char	500	0	500	.00	.00	500.00	.0%
10100490	570900	00000 Data Proce	6,500	0	6,500	.00	.00	6,500.00	.0%
TOTAL County Clerk Office			1,706,145	0	1,706,145	121,891.33	8,611.00	1,575,642.86	7.6%

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FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52600 Data Processing							
10100500 510500 00000 Supervisor	103,982	0	103,982	7,835.80	.00	96,146.10	7.5%
10100500 512100 00000 Data Proce	306,029	0	306,029	22,868.90	.00	283,159.61	7.5%
10100500 516900 00000 Part time	5,000	0	5,000	.00	.00	5,000.00	.0%
10100500 520100 00000 Social Sec	25,421	0	25,421	1,806.60	.00	23,614.05	7.1%
10100500 520400 00000 State Reti	27,946	0	27,946	2,118.63	.00	25,827.09	7.6%
10100500 520600 00000 Life Ins E	334	0	334	28.16	.00	305.68	8.4%
10100500 520700 00000 Health Ins	54,948	0	54,948	4,511.00	.00	50,437.00	8.2%
10100500 520800 00000 Dental Ins	1,128	0	1,128	93.44	.00	1,034.56	8.3%
10100500 521000 00000 Unemp Comp	1,219	0	1,219	.00	.00	1,218.84	.0%
10100500 521200 00000 Employer M	5,945	0	5,945	422.52	.00	5,522.63	7.1%
10100500 530700 00000 Communicat	65,076	0	65,076	-173,966.30	187,794.61	51,247.29	21.2%
10100500 531700 00000 Data Proce	866,995	0	866,995	237,315.16	443,990.62	185,689.30	78.6%
10100500 533300 00000 Licenses	241,704	0	241,704	48,462.29	.00	193,241.79	20.1%
10100500 533600 00000 Maint. And	7,500	0	7,500	.00	.00	7,500.00	.0%
10100500 535500 00000 Travel	10,000	0	10,000	.00	.00	10,000.00	.0%
10100500 535600 00000 Tuition	18,000	0	18,000	.00	369.00	17,631.00	2.1%
10100500 539900 00000 Other Cont	524,480	0	524,480	31,468.80	362,633.05	130,378.15	75.1%
10100500 541100 00000 Data Proce	20,000	0	20,000	.00	717.28	19,282.72	3.6%
10100500 543500 00000 Office Sup	1,500	0	1,500	87.51	.00	1,412.49	5.8%
10100500 551300 00000 Workers Co	1,187	0	1,187	.00	.00	1,187.27	.0%
10100500 571100 00000 Funiture a	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Data Processing	2,290,393	0	2,290,393	183,052.51	995,504.56	1,111,835.57	51.5%

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52900 Other Finance							
10520100 510300 00000 Assistant	107,974	0	107,974	8,136.64	.00	99,836.90	7.5%
10520100 518900 00000 Other Sala	33,695	0	33,695	6,888.60	.00	26,806.31	20.4%
10520100 520100 00000 Social Sec	8,783	0	8,783	882.33	.00	7,901.11	10.0%
10520100 520400 00000 State Reti	9,775	0	9,775	1,036.73	.00	8,738.39	10.6%
10520100 520600 00000 Life Ins E	60	0	60	5.51	.00	54.49	9.2%
10520100 520700 00000 Health Ins	16,740	0	16,740	2,193.97	.00	14,546.03	13.1%
10520100 520800 00000 Dental Ins	282	0	282	37.61	.00	244.39	13.3%
10520100 521000 00000 Unemp Comp	425	0	425	.00	.00	425.01	.0%
10520100 521200 00000 Employer M	2,054	0	2,054	206.34	.00	1,847.85	10.0%
TOTAL Other Finance	179,788	0	179,788	19,387.73	.00	160,400.48	10.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53110 Circuit Court Judge							
10100510 516200 00000 Clerical P	25,000	0	25,000	933.80	.00	24,066.20	3.7%
10100510 519400 00000 JuryWitnes	23,500	0	23,500	.00	.00	23,500.00	.0%
10100510 520100 00000 Social Sec	2,565	0	2,565	57.90	.00	2,506.79	2.3%
10100510 521000 00000 Unemp Comp	75	0	75	2.80	.00	72.20	3.7%
10100510 521200 00000 Employer M	363	0	363	13.54	.00	348.96	3.7%
10100510 530700 00000 Communictn	2,700	0	2,700	1,996.32	.00	703.68	73.9%
10100510 533200 00000 Legal Noti	400	0	400	.00	350.00	50.00	87.5%
10100510 533300 00000 Licenses	4,000	0	4,000	71.00	710.00	3,219.00	19.5%
10100510 533400 00000 Maintenanc	150	0	150	.00	100.00	50.00	66.7%
10100510 533600 00000 Maint. And	500	0	500	.00	.00	500.00	.0%
10100510 533700 00000 Maint. And	500	0	500	.00	.00	500.00	.0%
10100510 534800 00000 PostalChg	11,000	0	11,000	.00	.00	11,000.00	.0%
10100510 534900 00000 Printing S	7,000	0	7,000	.00	.00	7,000.00	.0%
10100510 541000 00000 CustSupply	500	0	500	.00	.00	500.00	.0%
10100510 541100 00000 Data Proce	500	0	500	.00	.00	500.00	.0%
10100510 541400 00000 Duplicatin	200	0	200	.00	.00	200.00	.0%
10100510 542100 00000 Food Prepa	250	0	250	.00	.00	250.00	.0%
10100510 542200 00000 Food Suppl	10,800	0	10,800	.00	1,000.00	9,800.00	9.3%
10100510 543200 00000 Library Bo	250	0	250	.00	.00	250.00	.0%
10100510 543500 00000 Office Sup	2,485	0	2,485	.00	217.63	2,267.37	8.8%
10100510 549900 00000 Other Supp	350	0	350	.00	.00	350.00	.0%
10100510 551300 00000 Workers Co	1,696	0	1,696	.00	.00	1,696.10	.0%
TOTAL Circuit Court Judge	94,783	0	94,783	3,075.36	2,377.63	89,330.30	5.8%

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53120 Circuit Court Clerk							
10100520 510100 00000 County Off	130,937	0	130,937	10,072.10	.00	120,865.30	7.7%
10100520 510300 00000 Assistant	253,418	0	253,418	19,096.94	.00	234,320.75	7.5%
10100520 510500 00000 Supervisor	81,618	0	81,618	6,150.49	.00	75,467.21	7.5%
10100520 514000 00000 Salary Sup	5,000	0	5,000	.00	.00	5,000.00	.0%
10100520 516200 00000 Clerical P	1,735,964	0	1,735,964	129,198.27	.00	1,606,766.17	7.4%
10100520 516800 00000 Temporary	7,000	0	7,000	2,292.94	.00	4,707.06	32.8%
10100520 516900 00000 Part time	40,000	0	40,000	1,211.93	.00	38,788.07	3.0%
10100520 518700 00000 Overtime P	2,500	0	2,500	.00	.00	2,500.00	.0%
10100520 520100 00000 Social Sec	138,882	0	138,882	9,777.91	.00	129,104.55	7.0%
10100520 520400 00000 State Reti	153,599	0	153,599	10,639.56	.00	142,959.30	6.9%
10100520 520600 00000 Life Ins E	2,167	0	2,167	180.04	.00	1,987.28	8.3%
10100520 520700 00000 Health Ins	463,788	0	463,788	36,408.00	.00	427,380.00	7.9%
10100520 520800 00000 Dental Ins	10,716	0	10,716	864.32	.00	9,851.68	8.1%
10100520 521000 00000 Unemp Comp	6,332	0	6,332	18.49	.00	6,313.56	.3%
10100520 521200 00000 Employer M	32,504	0	32,504	2,295.24	.00	30,208.28	7.1%
10100520 530600 00000 Bank Charg	200	0	200	48.95	.00	151.05	24.5%
10100520 530700 00000 Communicat	28,000	0	28,000	17,678.91	.00	10,321.09	63.1%
10100520 531200 00000 Contracts	3,500	0	3,500	.00	3,300.00	200.00	94.3%
10100520 531700 00000 Data Proce	10,000	0	10,000	.00	.00	10,000.00	.0%
10100520 532000 00000 Dues and M	3,500	0	3,500	1,007.00	.00	2,493.00	28.8%
10100520 533000 00000 Lease Paym	4,500	0	4,500	340.93	3,750.23	408.84	90.9%
10100520 533100 00000 Legal Svcs	500	0	500	.00	.00	500.00	.0%
10100520 533300 00000 Licenses	8,500	0	8,500	.00	.00	8,500.00	.0%
10100520 533400 00000 Maintenanc	65,000	0	65,000	62,382.66	1,400.00	1,217.34	98.1%
10100520 533700 00000 Maint. And	1,500	0	1,500	.00	.00	1,500.00	.0%
10100520 533800 00000 Maint. And	2,000	0	2,000	.00	.00	2,000.00	.0%
10100520 534800 00000 PostalChg	20,000	0	20,000	.00	.00	20,000.00	.0%
10100520 534900 00000 Printing S	18,000	0	18,000	.00	.00	18,000.00	.0%
10100520 535500 00000 Travel	10,000	0	10,000	123.68	.00	9,876.32	1.2%
10100520 535600 00000 Tuition	12,000	0	12,000	350.00	.00	11,650.00	2.9%
10100520 539900 00000 Other Cont	1,200	0	1,200	86.70	913.30	200.00	83.3%
10100520 541000 00000 Custodial	500	0	500	.00	200.00	300.00	40.0%
10100520 541100 00000 Data Proce	15,000	0	15,000	.00	.00	15,000.00	.0%
10100520 541400 00000 Duplicatin	6,000	0	6,000	252.00	.00	5,748.00	4.2%
10100520 542100 00000 Food Prepa	200	0	200	.00	.00	200.00	.0%
10100520 542200 00000 Food Suppl	4,000	0	4,000	130.52	1,348.86	2,520.62	37.0%
10100520 542500 00000 Gasoline	2,000	0	2,000	.00	.00	2,000.00	.0%
10100520 543200 00000 Library Bo	2,500	0	2,500	.00	.00	2,500.00	.0%
10100520 543500 00000 Office Sup	10,000	0	10,000	374.50	177.38	9,448.12	5.5%
10100520 543700 00000 Periodical	200	0	200	.00	.00	200.00	.0%

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ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10100520 549900 00000 Other Supp	500	0	500	.00	.00	500.00	.0%
10100520 551300 00000 Workers Co	8,650	0	8,650	.00	.00	8,650.11	.0%
10100520 552400 00000 Inservice	3,500	0	3,500	.00	300.00	3,200.00	8.6%
10100520 559900 00000 Other Char	100	0	100	.00	.00	100.00	.0%
10100520 570700 00000 Building I	6,000	0	6,000	.00	.00	6,000.00	.0%
10100520 570900 00000 Data Proce	10,000	0	10,000	.00	.00	10,000.00	.0%
10100520 571100 00000 Furniture	5,000	0	5,000	.00	.00	5,000.00	.0%
10100520 571900 00000 Office Equ	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Circuit Court Clerk	3,328,976	0	3,328,976	310,982.08	11,389.77	3,006,603.70	9.7%

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ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53200 Criminal Court							
10100530 510500 00000 Supervisor	88,637	0	88,637	6,679.50	.00	81,957.90	7.5%
10100530 511100 00000 Probation	392,168	0	392,168	29,332.33	.00	362,835.26	7.5%
10100530 516100 00000 Secretary	97,425	0	97,425	7,317.60	.00	90,107.45	7.5%
10100530 520100 00000 Social Sec	35,850	0	35,850	2,560.68	.00	33,289.58	7.1%
10100530 520400 00000 State Reti	39,898	0	39,898	2,796.74	.00	37,101.13	7.0%
10100530 520600 00000 Life Ins E	549	0	549	50.36	.00	498.40	9.2%
10100530 520700 00000 Health Ins	78,744	0	78,744	8,357.00	.00	70,387.00	10.6%
10100530 520800 00000 Dental Ins	2,538	0	2,538	233.60	.00	2,304.40	9.2%
10100530 521000 00000 Unemp Comp	1,735	0	1,735	.00	.00	1,734.69	.0%
10100530 521200 00000 Employer M	8,384	0	8,384	598.88	.00	7,785.46	7.1%
10100530 530700 00000 Communicat	5,847	0	5,847	3,830.01	.00	2,016.99	65.5%
10100530 532000 00000 Dues and M	1,500	0	1,500	.00	.00	1,500.00	.0%
10100530 533000 00000 Lease Paym	8,000	0	8,000	585.61	6,374.82	1,039.57	87.0%
10100530 533300 00000 Licenses	7,560	0	7,560	1,260.00	6,300.00	.00	100.0%
10100530 535500 00000 Travel	16,000	-1,000	15,000	204.02	.00	14,795.98	1.4%
10100530 535600 00000 Tuition	10,000	0	10,000	200.00	307.00	9,493.00	5.1%
10100530 539900 00000 Other Cont	48,000	0	48,000	.00	3,000.00	45,000.00	6.3%
10100530 541300 00000 Drugs and	95,000	0	95,000	-202.00	15,609.26	79,592.74	16.2%
10100530 542200 00000 Food Suppl	200	0	200	.00	.00	200.00	.0%
10100530 542500 00000 Gasoline	0	1,000	1,000	.00	.00	1,000.00	.0%
10100530 542900 00000 Instr Supp	4,000	0	4,000	.00	677.99	3,322.01	16.9%
10100530 543500 00000 Office Sup	4,000	0	4,000	.00	296.72	3,703.28	7.4%
10100530 551300 00000 Workers Co	1,866	0	1,866	.00	.00	1,865.71	.0%
TOTAL Criminal Court	947,901	0	947,901	63,804.33	32,565.79	851,530.55	10.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53310 General Sessions Judge							
10100540 510200 00000 Judges	806,637	0	806,637	62,048.96	.00	744,587.56	7.7%
10100540 516100 00000 Secretary	187,435	0	187,435	12,347.70	.00	175,087.62	6.6%
10100540 518900 00000 Other Sala	9,900	0	9,900	.00	.00	9,900.00	.0%
10100540 520100 00000 Social Sec	61,618	0	61,618	4,412.37	.00	57,205.82	7.2%
10100540 520400 00000 State Reti	68,591	0	68,591	5,133.35	.00	63,457.61	7.5%
10100540 520600 00000 Life Ins E	410	0	410	34.42	.00	375.50	8.4%
10100540 520700 00000 Health Ins	88,488	0	88,488	7,249.00	.00	81,239.00	8.2%
10100540 520800 00000 Dental Ins	1,974	0	1,974	163.52	.00	1,810.48	8.3%
10100540 521000 00000 Unemp Comp	2,982	0	2,982	.00	.00	2,982.22	.0%
10100540 521200 00000 Employer M	14,414	0	14,414	1,031.91	.00	13,382.13	7.2%
10100540 530700 00000 Communicat	6,190	0	6,190	4,224.48	.00	1,965.52	68.2%
10100540 532000 00000 Dues and M	3,500	0	3,500	.00	.00	3,500.00	.0%
10100540 533000 00000 Lease Paym	1,200	0	1,200	.00	.00	1,200.00	.0%
10100540 533200 00000 Legal Noti	2,500	0	2,500	122.78	.00	2,377.22	4.9%
10100540 533700 00000 Maint. And	1,500	0	1,500	.00	.00	1,500.00	.0%
10100540 534900 00000 Printing S	2,000	0	2,000	.00	.00	2,000.00	.0%
10100540 535500 00000 Travel	7,000	0	7,000	.00	.00	7,000.00	.0%
10100540 535600 00000 Tuition	1,450	0	1,450	283.25	283.25	883.50	39.1%
10100540 542200 00000 Food Suppl	500	0	500	.00	.00	500.00	.0%
10100540 543200 00000 Library Bo	3,000	0	3,000	250.96	.00	2,749.04	8.4%
10100540 543500 00000 Office Sup	9,500	0	9,500	94.71	.00	9,405.29	1.0%
10100540 551300 00000 Workers Co	1,152	0	1,152	.00	.00	1,152.00	.0%
10100540 571100 00000 Funiture a	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL General Sessions Judge	1,283,441	0	1,283,441	97,397.41	283.25	1,185,760.51	7.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53400 Chancery Court							
10100550 533000 00000 Lease Paym	1,200	0	1,200	45.99	.00	1,154.01	3.8%
10100550 534900 00000 Printing S	1,036	0	1,036	.00	.00	1,036.00	.0%
10100550 543500 00000 Office Sup	1,400	0	1,400	.00	.00	1,400.00	.0%
10100560 510100 00000 County Off	119,034	0	119,034	9,156.46	.00	109,877.54	7.7%
10100560 516200 00000 Clerical P	303,602	0	303,602	19,122.02	.00	284,479.97	6.3%
10100560 520100 00000 Social Sec	26,203	0	26,203	1,639.75	.00	24,563.68	6.3%
10100560 520400 00000 State Reti	29,162	0	29,162	1,951.22	.00	27,210.66	6.7%
10100560 520600 00000 Life Ins E	387	0	387	29.72	.00	357.64	7.7%
10100560 520700 00000 Health Ins	71,748	0	71,748	5,282.00	.00	66,466.00	7.4%
10100560 520800 00000 Dental Ins	1,974	0	1,974	140.16	.00	1,833.84	7.1%
10100560 521000 00000 Unemp Comp	899	0	899	.00	.00	898.71	.0%
10100560 521200 00000 Employer M	6,150	0	6,150	383.49	.00	5,766.25	6.2%
10100560 530700 00000 Communicat	9,778	0	9,778	7,217.13	.00	2,560.87	73.8%
10100560 532000 00000 Dues and M	1,800	0	1,800	1,107.00	.00	693.00	61.5%
10100560 533000 00000 Lease Paym	2,100	0	2,100	123.13	130.11	1,846.76	12.1%
10100560 533200 00000 Legal Noti	500	0	500	.00	.00	500.00	.0%
10100560 534800 00000 PostalChg	19,000	0	19,000	.00	.00	19,000.00	.0%
10100560 534900 00000 Printing S	8,295	0	8,295	218.10	.00	8,076.90	2.6%
10100560 535500 00000 Travel	1,350	0	1,350	28.46	.00	1,321.54	2.1%
10100560 539900 00000 Other Cont	29,545	0	29,545	19,339.83	.00	10,205.17	65.5%
10100560 543500 00000 Office Sup	8,498	0	8,498	32.86	305.78	8,159.36	4.0%
10100560 551300 00000 Workers Co	1,357	0	1,357	.00	.00	1,356.88	.0%
10100560 570900 00000 Data Proce	646	0	646	.00	.00	646.00	.0%
TOTAL Chancery Court	645,664	0	645,664	65,817.32	435.89	579,410.78	10.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County				ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53500 Juvenile Court										
10100570	511200	00000	Youth Serv	290,645	0	290,645	21,801.49	.00	268,843.25	7.5%
10100570	516100	00000	Secretary	43,941	0	43,941	3,311.40	.00	40,629.93	7.5%
10100570	516800	00000	Temporary	4,400	0	4,400	.00	.00	4,400.00	.0%
10100570	518900	00000	Other Sala	191,946	0	191,946	14,035.60	.00	177,910.28	7.3%
10100570	520100	00000	Social Sec	20,744	0	20,744	2,331.38	.00	18,412.96	11.2%
10100570	520400	00000	State Reti	23,086	0	23,086	1,944.26	.00	21,142.18	8.4%
10100570	520600	00000	Life Ins E	463	0	463	34.65	.00	428.67	7.5%
10100570	520700	00000	Health Ins	85,860	0	85,860	6,003.44	.00	79,856.56	7.0%
10100570	520800	00000	Dental Ins	1,410	0	1,410	153.62	.00	1,256.38	10.9%
10100570	521000	00000	Unemp Comp	1,004	0	1,004	.00	.00	1,003.76	.0%
10100570	521200	00000	Employer M	4,852	0	4,852	545.23	.00	4,306.27	11.2%
10100570	530700	00000	Communicat	10,000	0	10,000	4,843.17	.00	5,156.83	48.4%
10100570	531700	00000	Data Proce	350	0	350	.00	.00	350.00	.0%
10100570	532000	00000	Dues and M	5,930	0	5,930	400.00	.00	5,530.00	6.7%
10100570	533000	00000	Lease Paym	2,500	0	2,500	65.38	.00	2,434.62	2.6%
10100570	534000	00000	Medical an	8,000	0	8,000	.00	.00	8,000.00	.0%
10100570	534800	00000	PostalChg	200	0	200	.00	.00	200.00	.0%
10100570	534900	00000	Printing S	400	0	400	.00	.00	400.00	.0%
10100570	535500	00000	Travel	15,500	0	15,500	.00	910.00	14,590.00	5.9%
10100570	535600	00000	Tuition	7,700	0	7,700	275.00	.00	7,425.00	3.6%
10100570	541100	00000	DataProcSu	500	0	500	.00	.00	500.00	.0%
10100570	541300	00000	Drugs and	5,000	0	5,000	16.00	.00	4,984.00	.3%
10100570	542200	00000	Food Suppl	1,000	0	1,000	53.45	.00	946.55	5.3%
10100570	542900	00000	InstrSuppl	300	0	300	.00	.00	300.00	.0%
10100570	543200	00000	Library Bo	2,000	0	2,000	.00	.00	2,000.00	.0%
10100570	543500	00000	Office Sup	4,500	0	4,500	.00	.00	4,500.00	.0%
10100570	545100	00000	Uniforms	700	0	700	.00	.00	700.00	.0%
10100570	547100	00000	Comp Softw	6,500	0	6,500	.00	.00	6,500.00	.0%
10100570	551300	00000	Workers Co	1,357	0	1,357	.00	.00	1,356.88	.0%
10100570	570700	00000	Building I	10,000	0	10,000	1,430.05	.00	8,569.95	14.3%
10100570	571100	00000	Furniture	1,000	0	1,000	526.83	73.17	400.00	60.0%
10536010	514000	00000	SalSupplmt	36,571	0	36,571	2,846.18	.00	33,724.68	7.8%
10536010	520100	00000	SocSecur	11,901	0	11,901	170.84	.00	11,729.80	1.4%
10536010	520400	00000	State Reti	13,244	0	13,244	169.86	.00	13,074.41	1.3%
10536010	520600	00000	LifeInsER	43	0	43	2.53	.00	40.91	5.8%
10536010	520700	00000	HealthER	3,000	0	3,000	381.56	.00	2,618.44	12.7%
10536010	520800	00000	DentalER	100	0	100	9.90	.00	90.10	9.9%
10536010	521000	00000	UnemplCmp	576	0	576	.00	.00	575.84	.0%
10536010	521200	00000	ERMediCost	2,783	0	2,783	39.96	.00	2,743.26	1.4%
10536010	530700	00000	Communicat	1,000	0	1,000	297.45	.00	702.55	29.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10536010 531000 00000 Contracts	13,000	0	13,000	567.00	.00	12,433.00	4.4%
10536010 534000 00000 Medical an	9,702	0	9,702	.00	.00	9,702.18	.0%
10536010 535500 00000 Travel	5,850	0	5,850	127.97	.00	5,722.03	2.2%
10536010 541300 00000 Drugs and	2,772	0	2,772	4.00	.00	2,768.00	.1%
10536010 543500 00000 Office Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
10536010 547100 00000 Computer S	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL Juvenile Court	854,831	0	854,831	62,388.20	983.17	791,459.27	7.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53610 Office of Public Defender							
10100580 516200 00000 Clerical P	46,188	0	46,188	3,408.28	.00	42,779.23	7.4%
10100580 520100 00000 Social Sec	2,865	0	2,865	211.31	.00	2,653.32	7.4%
10100580 521000 00000 Unemp Comp	139	0	139	8.37	.00	130.19	6.0%
10100580 521200 00000 Employer M	670	0	670	49.41	.00	620.31	7.4%
TOTAL Office of Public Defender	49,860	0	49,860	3,677.37	.00	46,183.05	7.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53700 Judical Commissioners							
10100590 516200 00000 Clerical P	251,694	0	251,694	16,915.92	.00	234,777.59	6.7%
10100590 518700 00000 Overtime P	0	0	0	150.63	.00	-150.63	100.0%
10100590 520100 00000 Social Sec	15,597	0	15,597	1,031.61	.00	14,565.81	6.6%
10100590 520400 00000 State Reti	17,367	0	17,367	731.76	.00	16,635.09	4.2%
10100590 520600 00000 Life Ins E	166	0	166	12.98	.00	153.10	7.8%
10100590 520700 00000 Health Ins	31,032	0	31,032	1,972.00	.00	29,060.00	6.4%
10100590 520800 00000 Dental Ins	846	0	846	46.72	.00	799.28	5.5%
10100590 521000 00000 Unemp Comp	755	0	755	1.86	.00	753.22	.2%
10100590 521200 00000 Employer M	3,650	0	3,650	241.26	.00	3,408.30	6.6%
10100590 530700 00000 Communicat	3,000	0	3,000	1,062.81	.00	1,937.19	35.4%
10100590 532000 00000 Dues and M	800	0	800	.00	.00	800.00	.0%
10100590 533000 00000 Lease Paym	1,000	0	1,000	20.06	.00	979.94	2.0%
10100590 543200 00000 Library Bo	750	0	750	.00	.00	750.00	.0%
10100590 543500 00000 Office Sup	5,000	0	5,000	.00	.00	5,000.00	.0%
10100590 551300 00000 Workers Co	1,526	0	1,526	.00	.00	1,526.49	.0%
TOTAL Judical Commissioners	333,183	0	333,183	22,187.61	.00	310,995.38	6.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53910 Probation Services							
10100610 510500 00000 Supervisor	91,677	0	91,677	6,908.50	.00	84,768.60	7.5%
10100610 511100 00000 Probation	344,523	0	344,523	23,119.58	.00	321,402.94	6.7%
10100610 511900 00000 Accountant	51,882	0	51,882	4,099.30	.00	47,782.20	7.9%
10100610 516100 00000 Secretary	40,578	0	40,578	3,057.90	.00	37,520.57	7.5%
10100610 518700 00000 Overtime P	1,000	0	1,000	43.69	.00	956.31	4.4%
10100610 520100 00000 Social Sec	32,777	0	32,777	2,148.64	.00	30,628.25	6.6%
10100610 520400 00000 State Reti	36,478	0	36,478	2,568.81	.00	33,908.70	7.0%
10100610 520600 00000 Life Ins E	543	0	543	46.20	.00	496.80	8.5%
10100610 520700 00000 Health Ins	124,416	0	124,416	10,716.00	.00	113,700.00	8.6%
10100610 520800 00000 Dental Ins	2,538	0	2,538	210.24	.00	2,327.76	8.3%
10100610 521000 00000 Unemp Comp	1,586	0	1,586	.00	.00	1,585.98	.0%
10100610 521200 00000 Employer M	7,666	0	7,666	502.49	.00	7,163.07	6.6%
10100610 530700 00000 Communicat	9,716	0	9,716	3,773.40	.00	5,942.55	38.8%
10100610 530900 00000 Contracts	15,750	0	15,750	2,012.50	13,737.50	.00	100.0%
10100610 531000 00000 Contracts	60,000	0	60,000	.00	.00	60,000.00	.0%
10100610 532000 00000 Dues and M	200	0	200	.00	.00	200.00	.0%
10100610 533000 00000 Lease Paym	600	0	600	.00	.00	600.00	.0%
10100610 533300 00000 Licenses	10,800	0	10,800	.00	.00	10,800.00	.0%
10100610 534800 00000 PostalChg	50	0	50	.00	.00	50.00	.0%
10100610 534900 00000 Printing S	1,700	0	1,700	.00	.00	1,700.00	.0%
10100610 535500 00000 Travel	2,000	0	2,000	28.27	.00	1,971.73	1.4%
10100610 535600 00000 Tuition	1,250	0	1,250	.00	.00	1,250.00	.0%
10100610 541300 00000 Drugs and	16,000	0	16,000	182.00	.00	15,818.00	1.1%
10100610 543500 00000 Office Sup	6,000	0	6,000	.00	1,000.00	5,000.00	16.7%
10100610 551300 00000 Workers Co	1,696	0	1,696	.00	.00	1,696.10	.0%
TOTAL Probation Services	861,425	0	861,425	59,417.52	14,737.50	787,269.56	8.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54110 Sheriff Department							
10100630 510100 00000 County Off	144,031	0	144,031	11,079.28	.00	132,951.86	7.7%
10100630 510300 00000 Assistant	256,564	0	256,564	19,334.20	.00	237,229.54	7.5%
10100630 510500 00000 Supervisor	682,353	0	682,353	51,420.40	.00	630,932.27	7.5%
10100630 510600 00000 Deputies	6,215,081	0	6,215,081	461,231.89	.00	5,753,848.75	7.4%
10100630 510800 00000 Investigat	1,613,119	0	1,613,119	118,186.73	.00	1,494,932.62	7.3%
10100630 510900 00000 Captain	299,027	0	299,027	22,534.10	.00	276,492.79	7.5%
10100630 511000 00000 Lieutenant	925,922	0	925,922	58,468.37	.00	867,453.13	6.3%
10100630 511500 00000 Sergeants	666,481	0	666,481	50,224.62	.00	616,256.68	7.5%
10100630 512000 00000 Computer P	342,593	0	342,593	26,602.60	.00	315,990.47	7.8%
10100630 514000 00000 Salary Sup	290,000	0	290,000	2,625.00	.00	287,375.00	.9%
10100630 514200 00000 Mechanics	98,112	0	98,112	7,393.40	.00	90,718.62	7.5%
10100630 516200 00000 Clerical P	493,601	0	493,601	32,296.22	.00	461,304.57	6.5%
10100630 516400 00000 Attendants	43,941	0	43,941	3,311.30	.00	40,630.05	7.5%
10100630 516900 00000 Part time	343,542	0	343,542	17,284.22	.00	326,257.36	5.0%
10100630 518600 00000 Longevity	65,000	0	65,000	.00	.00	65,000.00	.0%
10100630 518700 00000 Overtime P	660,450	0	660,450	42,964.63	.00	617,485.37	6.5%
10100630 519600 00000 InSerivce	150,000	0	150,000	.00	.00	150,000.00	.0%
10100630 520100 00000 Social Sec	772,655	0	772,655	54,133.59	.00	718,521.14	7.0%
10100630 520400 00000 State Reti	1,173,997	0	1,173,997	89,745.44	.00	1,084,251.50	7.6%
10100630 520600 00000 Life Ins E	13,608	0	13,608	858.36	.00	12,749.76	6.3%
10100630 520700 00000 Health Ins	2,115,600	0	2,115,600	167,550.01	.00	1,948,049.99	7.9%
10100630 520800 00000 Dental Ins	44,838	0	44,838	3,512.64	.00	41,325.36	7.8%
10100630 521000 00000 Unemp Comp	36,970	0	36,970	28.85	.00	36,940.91	.1%
10100630 521200 00000 Employer M	180,776	0	180,776	12,734.88	.00	168,040.73	7.0%
10100630 530700 00000 Communicat	372,500	0	372,500	66,300.69	.00	306,199.31	17.8%
10100630 530900 00000 Contracts	1,700	0	1,700	.00	.00	1,700.00	.0%
10100630 531900 00000 Drug Contr	5,000	0	5,000	.00	.00	5,000.00	.0%
10100630 532000 00000 Dues and M	11,550	0	11,550	3,300.00	.00	8,250.00	28.6%
10100630 532200 00000 Evaluation	58,000	0	58,000	.00	675.00	57,325.00	1.2%
10100630 533000 00000 Lease Paym	40,000	0	40,000	20,637.50	16,496.28	2,866.22	92.8%
10100630 533100 00000 Legal Svcs	15,000	0	15,000	.00	.00	15,000.00	.0%
10100630 533300 00000 Licenses	27,500	0	27,500	1,032.12	-111.00	26,578.88	3.3%
10100630 533400 00000 Maintenanc	210,000	0	210,000	116,294.62	47,029.40	46,675.98	77.8%
10100630 533600 00000 Maint. And	12,500	0	12,500	.00	180.00	12,320.00	1.4%
10100630 533800 00000 Maint. And	50,000	0	50,000	1,435.67	36,737.66	11,826.67	76.3%
10100630 533900 00000 Matching S	63,750	0	63,750	63,750.00	.00	.00	100.0%
10100630 534800 00000 PostalChg	8,000	0	8,000	5.44	.00	7,994.56	.1%
10100630 534900 00000 Printing S	17,500	0	17,500	.00	137.00	17,363.00	.8%
10100630 535100 00000 Rentals	7,000	0	7,000	1,818.70	3,060.00	2,121.30	69.7%
10100630 535500 00000 Travel	120,000	0	120,000	9,336.15	5,636.07	105,027.78	12.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10100630 535600 00000 Tuition	75,000	0	75,000	3,834.00	7,459.00	63,707.00	15.1%
10100630 539900 00000 Other Cont	1,000	0	1,000	800.62	.00	199.38	80.1%
10100630 540600 00000 Basic Skil	100,000	0	100,000	.00	.00	100,000.00	.0%
10100630 541000 00000 Custodial	2,000	0	2,000	.00	.00	2,000.00	.0%
10100630 541100 00000 Data Proce	30,000	0	30,000	415.57	3,584.43	26,000.00	13.3%
10100630 541300 00000 Drugs and	3,500	0	3,500	.00	.00	3,500.00	.0%
10100630 541500 00000 Electricit	13,000	0	13,000	.00	.00	13,000.00	.0%
10100630 541800 00000 Equipment	2,500	0	2,500	.00	.00	2,500.00	.0%
10100630 542200 00000 Food Suppl	4,500	0	4,500	.00	600.00	3,900.00	13.3%
10100630 542400 00000 Garage Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
10100630 542500 00000 Gasoline	550,000	0	550,000	.00	.00	550,000.00	.0%
10100630 543100 00000 Law Enforc	110,000	0	110,000	46.36	3,312.73	106,640.91	3.1%
10100630 543500 00000 Office Sup	27,000	0	27,000	.00	5,500.00	21,500.00	20.4%
10100630 544600 00000 Small Tool	1,500	0	1,500	.00	.00	1,500.00	.0%
10100630 545000 00000 Tires and	55,000	0	55,000	4,890.85	7,109.15	43,000.00	21.8%
10100630 545100 00000 Uniforms	190,000	-1,202	188,798	1,934.10	117,399.56	69,464.64	63.2%
10100630 545300 00000 Vehicle Pa	110,000	0	110,000	3,634.39	15,017.34	91,348.27	17.0%
10100630 551300 00000 Workers Co	243,017	0	243,017	.00	.00	243,016.61	.0%
10100630 570900 00000 Data Proce	5,000	0	5,000	.00	.00	5,000.00	.0%
10100630 571100 00000 Funiture a	15,000	0	15,000	.00	.00	15,000.00	.0%
10100630 571600 00000 Law Enf Eq	203,250	123,000	326,250	.00	769.99	325,480.01	.2%
10100630 579000 00000 Other Equi	20,000	0	20,000	.00	.00	20,000.00	.0%
10545020 533400 00000 Maintenanc	50,400	0	50,400	.00	.00	50,400.00	.0%
10545020 571600 00000 Law Enf Eq	183,467	0	183,467	.00	83,876.92	99,590.08	45.7%
TOTAL Sheriff Department	20,644,393	121,798	20,766,191	1,552,987.51	354,469.53	18,858,734.07	9.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54113 COPs GRANT							
10540070 510600 00000 Deputies	159,948	0	159,948	12,351.91	.00	147,595.68	7.7%
10540070 520100 00000 Social Sec	9,917	0	9,917	726.85	.00	9,189.90	7.3%
10540070 520400 00000 State Reti	16,635	0	16,635	1,284.60	.00	15,349.95	7.7%
10540070 520600 00000 Life Ins E	178	0	178	9.92	.00	168.28	5.6%
10540070 520700 00000 Health Ins	16,800	0	16,800	2,715.00	.00	14,085.00	16.2%
10540070 520800 00000 Dental Ins	282	0	282	46.72	.00	235.28	16.6%
10540070 521000 00000 Unemp Comp	480	0	480	.00	.00	479.84	.0%
10540070 521200 00000 Employer M	2,319	0	2,319	170.00	.00	2,149.24	7.3%
TOTAL COPs GRANT	206,558	0	206,558	17,305.00	.00	189,253.17	8.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54160 Admin of the SexualOffenderReg							
10100650 533400 00000 Maintenanc	25,000	0	25,000	20,000.00	5,000.00	.00	100.0%
10100650 559900 00000 Other Char	15,000	0	15,000	600.00	1,850.00	12,550.00	16.3%
TOTAL Admin of the SexualOffenderReg	40,000	0	40,000	20,600.00	6,850.00	12,550.00	68.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54210 Jail									
10100660	510600	00000 Deputies	5,606,401	0	5,606,401	397,968.38	.00	5,208,432.92	7.1%
10100660	510800	00000 Investigat	121,826	0	121,826	9,180.50	.00	112,645.63	7.5%
10100660	510900	00000 Captain	96,261	0	96,261	7,254.00	.00	89,006.65	7.5%
10100660	511000	00000 Lieutenant	431,461	0	431,461	32,498.26	.00	398,962.46	7.5%
10100660	511500	00000 Sergeants	463,777	0	463,777	34,904.17	.00	428,872.81	7.5%
10100660	513000	00000 SocialWrkr	55,981	0	55,981	4,218.60	.00	51,762.75	7.5%
10100660	514000	00000 Salary Sup	20,000	0	20,000	625.00	.00	19,375.00	3.1%
10100660	516200	00000 Clerical P	279,084	0	279,084	20,892.40	.00	258,191.87	7.5%
10100660	516900	00000 Part time	40,000	0	40,000	2,409.30	.00	37,590.70	6.0%
10100660	518700	00000 Overtime P	260,000	0	260,000	4,015.36	.00	255,984.64	1.5%
10100660	519600	00000 InSerivce	46,000	0	46,000	.00	.00	46,000.00	.0%
10100660	520100	00000 Social Sec	439,816	0	439,816	30,331.03	.00	409,484.61	6.9%
10100660	520400	00000 State Reti	483,102	0	483,102	39,271.57	.00	443,830.24	8.1%
10100660	520600	00000 Life Ins E	6,946	0	6,946	541.90	.00	6,404.42	7.8%
10100660	520700	00000 Health Ins	1,055,712	0	1,055,712	90,059.33	.00	965,652.67	8.5%
10100660	520800	00000 Dental Ins	25,380	0	25,380	2,081.12	.00	23,298.88	8.2%
10100660	521000	00000 Unemp Comp	21,284	0	21,284	13.17	.00	21,271.21	.1%
10100660	521200	00000 Employer M	102,874	0	102,874	7,104.93	.00	95,769.55	6.9%
10100660	531200	00000 Contracts	11,500	0	11,500	.00	.00	11,500.00	.0%
10100660	532200	00000 Evaluation	1,000	0	1,000	60.00	.00	940.00	6.0%
10100660	533400	00000 Maintenanc	14,000	0	14,000	.00	.00	14,000.00	.0%
10100660	533500	00000 Maint. And	10,000	0	10,000	.00	1,294.50	8,705.50	12.9%
10100660	533600	00000 Maint. And	20,000	0	20,000	1,312.50	-187.27	18,874.77	5.6%
10100660	534000	00000 Medical an	3,250,000	0	3,250,000	217,642.49	.00	3,032,357.51	6.7%
10100660	534900	00000 Printing S	3,000	0	3,000	.00	.00	3,000.00	.0%
10100660	540600	00000 Basic Skil	18,150	0	18,150	.00	.00	18,150.00	.0%
10100660	541000	00000 Custodial	115,000	0	115,000	4,712.84	13,287.16	97,000.00	15.7%
10100660	541100	00000 Data Proce	2,500	0	2,500	.00	.00	2,500.00	.0%
10100660	541300	00000 Drugs and	500	0	500	.00	.00	500.00	.0%
10100660	542100	00000 Food Prepa	30,000	0	30,000	360.49	8,039.51	21,600.00	28.0%
10100660	542200	00000 Food Suppl	852,000	0	852,000	13,962.30	190,351.67	647,686.03	24.0%
10100660	543100	00000 Law Enforc	44,000	0	44,000	.00	4,500.00	39,500.00	10.2%
10100660	544100	00000 Prisoners	44,000	0	44,000	447.72	8,552.28	35,000.00	20.5%
10100660	545100	00000 Uniforms	65,000	0	65,000	.00	.00	65,000.00	.0%
10100660	549900	00000 Other Supp	1,500	0	1,500	.00	.00	1,500.00	.0%
10100660	551300	00000 Workers Co	154,000	0	154,000	.00	.00	154,000.00	.0%
10100660	570900	00000 Data Proce	20,000	0	20,000	.00	.00	20,000.00	.0%
10100660	571600	00000 Law Enf Eq	60,000	0	60,000	.00	.00	60,000.00	.0%
TOTAL Jail			14,272,056	0	14,272,056	921,867.36	225,837.85	13,124,350.82	8.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54220 Workhouse							
10100670 510100 00000 County Off	14,403	0	14,403	1,107.89	.00	13,295.22	7.7%
10100670 520100 00000 Social Sec	893	0	893	68.27	.00	824.72	7.6%
10100670 520400 00000 State Reti	1,498	0	1,498	115.22	.00	1,382.70	7.7%
10100670 521200 00000 Employer M	209	0	209	15.97	.00	192.88	7.6%
TOTAL Workhouse	17,003	0	17,003	1,307.35	.00	15,695.52	7.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54240 Juvenile Services								
10100680 510600 00000 Deputies		1,326,311	0	1,326,311	95,391.56	.00	1,230,919.12	7.2%
10100680 510900 00000 Captain		96,261	0	96,261	7,253.99	.00	89,006.66	7.5%
10100680 511000 00000 Lieutenant		78,913	0	78,913	5,946.71	.00	72,965.90	7.5%
10100680 511500 00000 Sergeants		239,711	0	239,711	18,038.07	.00	221,672.77	7.5%
10100680 514000 00000 Salary Sup		14,403	0	14,403	1,107.88	.00	13,295.23	7.7%
10100680 518700 00000 Overtime P		30,000	0	30,000	324.07	.00	29,675.93	1.1%
10100680 520100 00000 Social Sec		108,847	0	108,847	7,502.70	.00	101,344.30	6.9%
10100680 520400 00000 State Reti		120,491	0	120,491	9,538.66	.00	110,952.23	7.9%
10100680 520600 00000 Life Ins E		1,544	0	1,544	124.30	.00	1,420.10	8.0%
10100680 520700 00000 Health Ins		260,008	0	260,008	21,831.60	.00	238,176.40	8.4%
10100680 520800 00000 Dental Ins		6,768	0	6,768	562.60	.00	6,205.40	8.3%
10100680 521000 00000 Unemp Comp		5,224	0	5,224	.00	.00	5,223.58	.0%
10100680 521200 00000 Employer M		25,456	0	25,456	1,754.64	.00	23,701.53	6.9%
10100680 534000 00000 Medical an		200	0	200	.00	.00	200.00	.0%
10100680 535500 00000 Travel		6,000	0	6,000	.00	.00	6,000.00	.0%
10100680 535600 00000 Tuition		6,000	0	6,000	.00	1,000.00	5,000.00	16.7%
10100680 541000 00000 Custodial		250	0	250	.00	.00	250.00	.0%
10100680 542200 00000 Food Suppl		2,500	0	2,500	.00	.00	2,500.00	.0%
10100680 543100 00000 Law Enforc		5,000	0	5,000	.00	.00	5,000.00	.0%
10100680 543500 00000 Office Sup		1,500	0	1,500	.00	.00	1,500.00	.0%
10100680 544100 00000 Prisoners		4,000	0	4,000	.00	.00	4,000.00	.0%
10100680 545100 00000 Uniforms		17,500	0	17,500	.00	.00	17,500.00	.0%
10100680 551300 00000 Workers Co		35,000	0	35,000	.00	.00	35,000.00	.0%
TOTAL Juvenile Services		2,391,886	0	2,391,886	169,376.78	1,000.00	2,221,509.15	7.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54410 Civil Defense							
10100700 510300 00000 Assistant	34,504	0	34,504	2,736.00	.00	31,768.37	7.9%
10100700 510500 00000 Supervisor	79,194	0	79,194	5,967.90	.00	73,226.18	7.5%
10100700 520100 00000 Social Sec	7,049	0	7,049	527.00	.00	6,522.30	7.5%
10100700 520400 00000 State Reti	7,845	0	7,845	600.57	.00	7,244.62	7.7%
10100700 520600 00000 Life Ins E	119	0	119	7.54	.00	111.26	6.3%
10100700 520700 00000 Health Ins	7,176	0	7,176	595.00	.00	6,581.00	8.3%
10100700 520800 00000 Dental Ins	282	0	282	23.36	.00	258.64	8.3%
10100700 521000 00000 Unemp Comp	341	0	341	.00	.00	341.10	.0%
10100700 521200 00000 Employer M	1,649	0	1,649	123.24	.00	1,525.39	7.5%
10100700 530700 00000 Communicat	11,582	0	11,582	888.34	.00	10,693.81	7.7%
10100700 531700 00000 Data Proce	18,468	748	19,216	19,216.22	.00	.00	100.0%
10100700 532000 00000 Dues and M	344	0	344	.00	180.00	164.00	52.3%
10100700 533000 00000 Lease Paym	700	0	700	.00	.00	700.00	.0%
10100700 534800 00000 Postal Cha	50	0	50	.00	.00	50.00	.0%
10100700 535500 00000 Travel	2,630	0	2,630	.00	.00	2,630.00	.0%
10100700 539900 00000 Other Cont	2,876	0	2,876	.00	.00	2,875.57	.0%
10100700 542200 00000 Food Suppl	11,000	0	11,000	891.77	-400.00	10,508.23	4.5%
10100700 542500 00000 Gasoline	3,000	0	3,000	50.75	.00	2,949.25	1.7%
10100700 543500 00000 Office Sup	579	0	579	.00	.00	579.00	.0%
10100700 545100 00000 Uniforms	1,440	0	1,440	.00	.00	1,440.00	.0%
10100700 549900 00000 Other Supp	12,500	-748	11,752	.00	.00	11,751.63	.0%
10100700 551300 00000 Workers Co	339	0	339	.00	.00	339.22	.0%
10100700 570800 00000 Communicat	3,530	0	3,530	.00	760.22	2,769.78	21.5%
10100710 539900 00000 Other Cont	48,688	0	48,688	36,554.50	11,983.00	150.00	99.7%
10100720 571600 00000 Law Enf Eq	16,289	0	16,289	.00	17,555.00	-1,265.51	107.8%
10544030 539900 00000 Other Cont	55,100	0	55,100	.00	.00	55,100.00	.0%
TOTAL Civil Defense	327,274	0	327,274	68,182.19	30,078.22	229,013.84	30.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
55110 Local Health Center							
10100740 530700 00000 Communicat	34,000	0	34,000	18,465.84	.00	15,534.16	54.3%
10100740 530900 00000 Contracts	96,810	0	96,810	.00	.00	96,810.00	.0%
10100740 532000 00000 Dues and M	400	0	400	.00	.00	400.00	.0%
10100740 535600 00000 Tuition	500	0	500	.00	.00	500.00	.0%
10100740 542200 00000 Food Suppl	800	0	800	.00	.00	800.00	.0%
10100740 543500 00000 Office Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
10100750 513100 00000 Medical Pe	852,739	0	852,739	50,666.34	.00	802,072.66	5.9%
10100750 516900 00000 Part time	40,361	0	40,361	1,618.21	.00	38,742.79	4.0%
10100750 518700 00000 Overtime P	1,000	0	1,000	.00	.00	1,000.00	.0%
10100750 520100 00000 Social Sec	68,460	0	68,460	3,043.64	.00	65,416.41	4.4%
10100750 520400 00000 State Reti	72,115	0	72,115	2,627.45	.00	69,487.18	3.6%
10100750 520600 00000 Life Ins E	1,051	0	1,051	47.62	.00	1,003.45	4.5%
10100750 520700 00000 Health Ins	292,422	0	292,422	11,929.00	.00	280,492.70	4.1%
10100750 520800 00000 Dental Ins	5,339	0	5,339	256.96	.00	5,082.24	4.8%
10100750 521000 00000 Unemp Comp	722	0	722	16.85	.00	705.36	2.3%
10100750 521200 00000 Employer M	16,011	0	16,011	711.83	.00	15,299.31	4.4%
10100750 535500 00000 Travel	10,500	0	10,500	861.22	.00	9,638.78	8.2%
10100750 551300 00000 Workers Co	2,205	0	2,205	.00	.00	2,204.98	.0%
10100750 559900 00000 Other Char	31,400	0	31,400	.00	.00	31,400.00	.0%
TOTAL Local Health Center	1,527,835	0	1,527,835	90,244.96	.00	1,437,590.02	5.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
55120 Rabies and Animal Center							
10100770 510500 00000 Supervisor	82,858	0	82,858	6,244.10	.00	76,614.09	7.5%
10100770 516900 00000 Part time	66,159	0	66,159	2,695.61	.00	63,463.05	4.1%
10100770 518700 00000 Overtime P	15,500	0	15,500	553.89	.00	14,946.11	3.6%
10100770 518900 00000 Other Sala	323,843	0	323,843	25,653.79	.00	298,189.09	7.9%
10100770 520100 00000 Social Sec	25,020	0	25,020	2,103.67	.00	22,915.91	8.4%
10100770 520400 00000 State Reti	28,062	0	28,062	1,555.77	.00	26,506.61	5.5%
10100770 520600 00000 Life Ins E	404	0	404	33.98	.00	370.02	8.4%
10100770 520700 00000 Health Ins	78,924	0	78,924	5,701.00	.00	73,223.00	7.2%
10100770 520800 00000 Dental Ins	2,538	0	2,538	210.24	.00	2,327.76	8.3%
10100770 521000 00000 Unemp Comp	1,220	0	1,220	12.34	.00	1,207.76	1.0%
10100770 521200 00000 Employer M	5,897	0	5,897	491.99	.00	5,405.18	8.3%
10100770 530700 00000 Communicat	0	5,000	5,000	2,677.92	.00	2,322.08	53.6%
10100770 532000 00000 Dues and M	500	0	500	.00	.00	500.00	.0%
10100770 533000 00000 Lease Paym	14,972	0	14,972	2,350.61	10,649.39	1,971.93	86.8%
10100770 533300 00000 Licenses	750	0	750	.00	.00	750.00	.0%
10100770 533500 00000 Maint. And	9,500	-5,000	4,500	.00	1,000.00	3,500.00	22.2%
10100770 533600 00000 Maint. And	5,000	0	5,000	71.48	678.52	4,250.00	15.0%
10100770 533800 00000 Maint. And	2,000	0	2,000	.00	.00	2,000.00	.0%
10100770 535400 00000 Transporta	1,500	0	1,500	99.96	.00	1,400.04	6.7%
10100770 535500 00000 Travel	1,000	0	1,000	.00	.00	1,000.00	.0%
10100770 535600 00000 Tuition	2,500	0	2,500	.00	.00	2,500.00	.0%
10100770 539900 00000 Other Cont	6,100	0	6,100	76.04	.00	6,023.96	1.2%
10100770 540100 00000 Animal Foo	28,577	0	28,577	887.47	4,405.60	23,284.14	18.5%
10100770 541000 00000 Custodial	8,000	0	8,000	.00	.00	8,000.00	.0%
10100770 541300 00000 Drugs and	75,365	0	75,365	5,647.97	10,047.33	59,669.70	20.8%
10100770 542500 00000 Gasoline	12,371	0	12,371	61.10	.00	12,309.90	.5%
10100770 543500 00000 Office Sup	3,500	0	3,500	.00	.00	3,500.00	.0%
10100770 545100 00000 Uniforms	1,500	0	1,500	.00	135.00	1,365.00	9.0%
10100770 551300 00000 Workers Co	2,035	0	2,035	.00	.00	2,035.32	.0%
10100780 513100 00000 Medical Pe	104,167	0	104,167	12,320.72	.00	91,846.73	11.8%
10100780 520100 00000 Social Sec	7,940	0	7,940	741.66	.00	7,198.38	9.3%
10100780 520400 00000 State Reti	7,188	0	7,188	348.12	.00	6,839.44	4.8%
10100780 520600 00000 Life Ins E	60	0	60	9.92	.00	50.08	16.5%
10100780 520700 00000 Health Ins	0	0	0	1,354.00	.00	-1,354.00	100.0%
10100780 520800 00000 Dental Ins	282	0	282	46.72	.00	235.28	16.6%
10100780 521000 00000 Unemp Comp	511	0	511	.00	.00	510.98	.0%
10100780 521200 00000 Employer M	2,470	0	2,470	173.45	.00	2,296.28	7.0%
10100780 541300 00000 Drugs and	49,276	0	49,276	.00	5,750.00	43,525.63	11.7%
10100780 542500 00000 Gasoline	1,000	0	1,000	.00	.00	1,000.00	.0%
10100780 551300 00000 Workers Co	170	0	170	.00	.00	169.61	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Rabies and Animal Center	978,658	0	978,658	72,123.52	32,665.84	873,869.06	10.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
56700 Parks and Fair Boards							
10100810 530900 00000 Contracts	867,449	0	867,449	216,862.25	.00	650,586.75	25.0%
TOTAL Parks and Fair Boards	867,449	0	867,449	216,862.25	.00	650,586.75	25.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
57100 Agricultural Extension Service							
10100820 530700 00000 Communicat	3,450	0	3,450	3,185.16	.00	264.84	92.3%
10100820 530900 00000 Contracts	313,878	0	313,878	.00	.00	313,877.87	.0%
10100820 533000 00000 Lease Paym	1,973	0	1,973	.00	.00	1,973.00	.0%
10100820 571900 00000 Office Equ	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Agricultural Extension Service	320,301	0	320,301	3,185.16	.00	317,115.71	1.0%

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FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
57500 Soil Conservation							
10100830 510500 00000 Supervisor	93,236	0	93,236	7,026.01	.00	86,209.53	7.5%
10100830 516300 00000 Educationa	28,680	0	28,680	4,952.64	.00	23,727.60	17.3%
10100830 516900 00000 Part time	21,670	0	21,670	.00	.00	21,669.51	.0%
10100830 520100 00000 Social Sec	8,902	0	8,902	737.71	.00	8,164.58	8.3%
10100830 520400 00000 State Reti	8,412	0	8,412	826.52	.00	7,585.67	9.8%
10100830 520600 00000 Life Ins E	59	0	59	9.92	.00	49.48	16.7%
10100830 520700 00000 Health Ins	7,176	0	7,176	595.00	.00	6,581.00	8.3%
10100830 520800 00000 Dental Ins	282	0	282	23.36	.00	258.64	8.3%
10100830 521000 00000 Unemp Comp	431	0	431	.00	.00	430.76	.0%
10100830 521200 00000 Employer M	2,082	0	2,082	172.52	.00	1,909.47	8.3%
10100830 530700 00000 Communicat	2,040	0	2,040	1,032.09	.00	1,007.91	50.6%
10100830 533000 00000 Lease Paym	1,100	0	1,100	.00	700.00	400.00	63.6%
10100830 533800 00000 Maint. And	1,000	0	1,000	.00	.00	1,000.00	.0%
10100830 534800 00000 Postal Cha	340	0	340	.00	.00	340.00	.0%
10100830 535500 00000 Travel	3,000	0	3,000	.00	.00	3,000.00	.0%
10100830 535600 00000 Tuition	1,000	0	1,000	.00	.00	1,000.00	.0%
10100830 539900 00000 Other Cont	5,000	0	5,000	.00	5,000.00	.00	100.0%
10100830 542500 00000 Gasoline	400	0	400	.00	.00	400.00	.0%
10100830 543500 00000 Office Sup	504	0	504	.00	.00	504.00	.0%
10100830 551300 00000 Workers Co	509	0	509	.00	.00	508.83	.0%
TOTAL Soil Conservation	185,823	0	185,823	15,375.77	5,700.00	164,746.98	11.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58120 Industrial Development							
10100840 536400 00000 Contracts	2,312,333	0	2,312,333	223,925.00	.00	2,088,408.00	9.7%
TOTAL Industrial Development	2,312,333	0	2,312,333	223,925.00	.00	2,088,408.00	9.7%

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58300 Veterans Services							
10100850 510300 00000 Assistant	75,962	0	75,962	5,724.30	.00	70,237.21	7.5%
10100850 510500 00000 Supervisor	81,618	0	81,618	6,150.50	.00	75,467.20	7.5%
10100850 516200 00000 Clerical P	56,181	0	56,181	4,233.71	.00	51,947.78	7.5%
10100850 520100 00000 Social Sec	13,253	0	13,253	957.85	.00	12,295.31	7.2%
10100850 520400 00000 State Reti	14,749	0	14,749	1,111.50	.00	13,637.99	7.5%
10100850 520600 00000 Life Ins E	178	0	178	14.88	.00	163.32	8.4%
10100850 520700 00000 Health Ins	23,856	0	23,856	1,967.00	.00	21,889.00	8.2%
10100850 520800 00000 Dental Ins	846	0	846	70.08	.00	775.92	8.3%
10100850 521000 00000 Unemp Comp	641	0	641	.00	.00	641.28	.0%
10100850 521200 00000 Employer M	3,100	0	3,100	224.02	.00	2,875.51	7.2%
10100850 530700 00000 Communicat	4,010	0	4,010	1,350.41	.00	2,659.59	33.7%
10100850 532000 00000 Dues and M	100	0	100	.00	.00	100.00	.0%
10100850 533000 00000 Lease Paym	1,500	0	1,500	6.00	194.00	1,300.00	13.3%
10100850 533200 00000 Legal Noti	100	0	100	.00	.00	100.00	.0%
10100850 533400 00000 Maintenanc	2,300	0	2,300	.00	.00	2,300.00	.0%
10100850 533800 00000 Maint. And	800	0	800	.00	.00	800.00	.0%
10100850 534800 00000 PostalChg	500	0	500	.00	.00	500.00	.0%
10100850 534900 00000 Printing S	500	0	500	.00	.00	500.00	.0%
10100850 535500 00000 Travel	3,100	0	3,100	.00	.00	3,100.00	.0%
10100850 535600 00000 Tuition	100	0	100	.00	.00	100.00	.0%
10100850 541400 00000 Duplicatin	1,500	0	1,500	.00	.00	1,500.00	.0%
10100850 542500 00000 Gasoline	1,750	0	1,750	.00	.00	1,750.00	.0%
10100850 543500 00000 Office Sup	700	0	700	.00	.00	700.00	.0%
10100850 551300 00000 Workers Co	509	0	509	.00	.00	508.83	.0%
10100850 559900 00000 Other Char	200	0	200	.00	.00	200.00	.0%
10100850 571100 00000 Funiture a	200	0	200	.00	.00	200.00	.0%
TOTAL Veterans Services	288,253	0	288,253	21,810.25	194.00	266,248.94	7.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58500 ContributionsOther Agencies							
10580070 531600 00000 Contributi	131,928	0	131,928	12,500.00	.00	119,428.17	9.5%
TOTAL ContributionsOther Agencies	131,928	0	131,928	12,500.00	.00	119,428.17	9.5%

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
64000 Litter and Trash Collection							
10100860 516400 00000 Attendants	63,552	0	63,552	4,836.30	.00	58,715.51	7.6%
10100860 520100 00000 Social Sec	3,940	0	3,940	278.75	.00	3,661.46	7.1%
10100860 520400 00000 State Reti	4,385	0	4,385	333.71	.00	4,051.37	7.6%
10100860 520600 00000 Life Ins E	59	0	59	4.96	.00	54.44	8.4%
10100860 520700 00000 Health Ins	16,740	0	16,740	1,354.00	.00	15,386.00	8.1%
10100860 520800 00000 Dental Ins	282	0	282	23.36	.00	258.64	8.3%
10100860 521000 00000 Unemp Comp	191	0	191	.00	.00	190.66	.0%
10100860 521200 00000 Employer M	922	0	922	65.19	.00	856.31	7.1%
10100860 530900 00000 Contracts	13,000	0	13,000	.00	.00	13,000.00	.0%
10100860 531000 00000 Contracts	22,200	0	22,200	.00	22,200.00	.00	100.0%
10100860 533300 00000 Licenses	65	0	65	.00	.00	65.00	.0%
10100860 539900 00000 Other Cont	6,000	0	6,000	.00	6,000.00	.00	100.0%
10100860 551300 00000 Workers Co	170	0	170	.00	.00	169.61	.0%
TOTAL Litter and Trash Collection	131,505	0	131,505	6,896.27	28,200.00	96,409.00	26.7%

YEAR-TO-DATE BUDGET REPORT

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

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
91130 Public Safety Projects							
10100880 533000 00000 Lease Paym	725,000	0	725,000	724,996.00	.00	4.00	100.0%
10100880 570800 00000 Communicat	148,000	0	148,000	.00	6,645.50	141,354.50	4.5%
10100880 571800 00000 Motor Vehi	811,125	70,725	881,850	.00	.00	881,850.00	.0%
10918010 560400 00000 Interest	37,803	0	37,803	.00	.00	37,802.50	.0%
TOTAL Public Safety Projects	1,721,928	70,725	1,792,653	724,996.00	6,645.50	1,061,011.00	40.8%

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ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
99100 Transfer OUT							
10100890 559000 00000 Transfers	2,150,000	0	2,150,000	.00	.00	2,150,000.00	.0%
TOTAL Transfer OUT	2,150,000	0	2,150,000	.00	.00	2,150,000.00	.0%
TOTAL Gen County	78,145,263	425,553	78,570,816	6,154,521.88	2,203,441.65	70,212,852.22	10.6%
TOTAL EXPENSES	78,145,263	425,553	78,570,816	6,154,521.88	2,203,441.65	70,212,852.22	

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FOR 2025 01

ACCOUNTS FOR: 112 CH/Jail Maintenance	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51800 County Buildings							
11200020 551000 00000 Trustee Co	2,500	0	2,500	.00	.00	2,500.00	.0%
11200020 570700 00000 Building I	172,000	0	172,000	.00	.00	172,000.00	.0%
TOTAL County Buildings	174,500	0	174,500	.00	.00	174,500.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 112 CH/Jail Maintenance	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58804 COVID-19 - CRF							
11580040 570700 00000 Building I	127,281	0	127,281	.00	127,281.00	.00	100.0%
TOTAL COVID-19 - CRF	127,281	0	127,281	.00	127,281.00	.00	100.0%
TOTAL CH/Jail Maintenance	301,781	0	301,781	.00	127,281.00	174,500.00	42.2%
TOTAL EXPENSES	301,781	0	301,781	.00	127,281.00	174,500.00	

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 114 Law Library	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58400 Other Charges							
11400020 533300 00000 Licenses	9,888	0	9,888	.00	9,888.00	.00	100.0%
11400020 551000 00000 Trustee Co	150	0	150	.00	.00	150.00	.0%
TOTAL Other Charges	10,038	0	10,038	.00	9,888.00	150.00	98.5%
TOTAL Law Library	10,038	0	10,038	.00	9,888.00	150.00	98.5%
TOTAL EXPENSES	10,038	0	10,038	.00	9,888.00	150.00	

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 115 Library			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
56500 Libraries									
11500030	510100	00000 County Off	112,022	0	112,022	8,524.90	.00	103,497.48	7.6%
11500030	510500	00000 Supervisor	152,632	0	152,632	11,460.90	.00	141,170.97	7.5%
11500030	512900	00000 Librarians	582,055	0	582,055	43,858.81	.00	538,195.84	7.5%
11500030	513300	00000 Paraprof	152,958	0	152,958	11,696.60	.00	141,261.57	7.6%
11500030	513600	00000 OnlineSer	43,864	0	43,864	3,116.56	.00	40,747.02	7.1%
11500030	516100	00000 Secretary	142,120	0	142,120	10,519.08	.00	131,600.99	7.4%
11500030	516500	00000 Cafeteria	47,636	0	47,636	3,589.71	.00	44,045.98	7.5%
11500030	516900	00000 Part time	297,635	0	297,635	18,909.25	.00	278,725.53	6.4%
11500030	518700	00000 Overtime P	150	0	150	.00	.00	150.00	.0%
11500030	520100	00000 Social Sec	94,825	0	94,825	6,468.67	.00	88,356.55	6.8%
11500030	520400	00000 State Reti	108,653	0	108,653	7,752.53	.00	100,900.00	7.1%
11500030	520600	00000 Life Ins E	1,168	0	1,168	100.22	.00	1,067.98	8.6%
11500030	520700	00000 Health Ins	193,308	0	193,308	16,483.00	.00	176,825.00	8.5%
11500030	520800	00000 Dental Ins	5,076	0	5,076	443.84	.00	4,632.16	8.7%
11500030	521000	00000 Unemp Comp	4,257	0	4,257	6.11	.00	4,250.59	.1%
11500030	521100	00000 Retiree Be	35,000	0	35,000	.00	.00	35,000.00	.0%
11500030	521200	00000 Employer M	22,198	0	22,198	1,556.54	.00	20,641.82	7.0%
11500030	530600	00000 Bank Charg	4,650	0	4,650	.00	.00	4,650.00	.0%
11500030	530700	00000 Communicat	28,900	0	28,900	12,054.62	.00	16,845.38	41.7%
11500030	531700	00000 Data Proce	26,612	0	26,612	6,960.26	1,432.84	18,218.90	31.5%
11500030	531800	00000 Debt Colle	782	0	782	41.20	.00	740.80	5.3%
11500030	532000	00000 Dues and M	5,000	0	5,000	3,540.50	423.50	1,036.00	79.3%
11500030	533000	00000 Lease Paym	6,250	0	6,250	552.73	5,623.27	74.00	98.8%
11500030	533300	00000 Licenses	91,812	0	91,812	11,005.01	12,014.99	68,791.68	25.1%
11500030	534800	00000 Postal Cha	450	0	450	.00	.00	450.00	.0%
11500030	534900	00000 Printing S	700	0	700	.00	.00	700.00	.0%
11500030	535500	00000 Travel	6,000	0	6,000	.00	.00	6,000.00	.0%
11500030	535600	00000 Tuition	2,600	0	2,600	.00	.00	2,600.00	.0%
11500030	536100	00000 Permits	130	0	130	.00	.00	130.00	.0%
11500030	541000	00000 Custodial	500	0	500	.00	135.95	364.05	27.2%
11500030	541100	00000 Data Proce	6,950	0	6,950	.00	.00	6,950.00	.0%
11500030	542100	00000 Food Prepa	5,000	0	5,000	.00	.00	5,000.00	.0%
11500030	542200	00000 Food Suppl	37,500	0	37,500	2,046.37	7,253.63	28,200.00	24.8%
11500030	543200	00000 Library Bo	113,038	0	113,038	1,726.63	6,561.33	104,749.82	7.3%
11500030	543500	00000 Office Sup	15,000	0	15,000	40.00	553.61	14,406.39	4.0%
11500030	543700	00000 Periodical	14,262	0	14,262	.00	12,831.90	1,430.24	90.0%
11500030	545200	00000 Utilities	170,000	0	170,000	13,930.69	.00	156,069.31	8.2%
11500030	549900	00000 Other Supp	500	0	500	.00	.00	500.00	.0%
11500030	550600	00000 Liability	36,000	0	36,000	.00	.00	36,000.00	.0%
11500030	551000	00000 Trustee Co	1,600	0	1,600	.00	.00	1,600.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 115 Library	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11500030 551300 00000 Workers Co	6,200	0	6,200	.00	.00	6,200.00	.0%
11500030 570700 00000 Building I	500	0	500	.00	.00	500.00	.0%
TOTAL Libraries	2,576,492	0	2,576,492	196,384.73	46,831.02	2,333,276.05	9.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 115 Library	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
91110 General Administration Project							
11500050 533500 00000 Maint. And	265,432	0	265,432	.00	.00	265,432.00	.0%
TOTAL General Administration Project	265,432	0	265,432	.00	.00	265,432.00	.0%
TOTAL Library	2,841,924	0	2,841,924	196,384.73	46,831.02	2,598,708.05	8.6%
TOTAL EXPENSES	2,841,924	0	2,841,924	196,384.73	46,831.02	2,598,708.05	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 122 Drug Control	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54110 Sheriff Department							
12200030 539900 00000 Other Cont	25,000	0	25,000	943.80	.00	24,056.20	3.8%
12200030 540100 00000 Animal Foo	21,000	0	21,000	.00	1,711.55	19,288.45	8.2%
12200030 551000 00000 Trustee Co	3,500	0	3,500	.00	.00	3,500.00	.0%
12200030 570700 00000 Building I	10,000	0	10,000	.00	.00	10,000.00	.0%
12200030 571600 00000 Law Enf Eq	60,000	0	60,000	.00	.00	60,000.00	.0%
12200030 579000 00000 Other Equi	10,000	0	10,000	.00	.00	10,000.00	.0%
TOTAL Sheriff Department	129,500	0	129,500	943.80	1,711.55	126,844.65	2.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 122 Drug Control	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54150 Drug Enforcement							
12200040 571600 00000 Law Enf Eq	125,000	0	125,000	.00	.00	125,000.00	.0%
TOTAL Drug Enforcement	125,000	0	125,000	.00	.00	125,000.00	.0%
TOTAL Drug Control	254,500	0	254,500	943.80	1,711.55	251,844.65	1.0%
TOTAL EXPENSES	254,500	0	254,500	943.80	1,711.55	251,844.65	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 127 Other Gen Govt Special Revenue	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58831 AmericanRescuePlanActGrant1							
12580010 511900 00000 Accountant	55,144	0	55,144	4,155.51	.00	50,988.78	7.5%
12580010 520100 00000 Social Sec	34,019	0	34,019	250.32	.00	33,768.63	.7%
12580010 520400 00000 State Reti	3,805	0	3,805	286.73	.00	3,518.23	7.5%
12580010 520600 00000 Life Ins E	59	0	59	4.96	.00	54.44	8.4%
12580010 520700 00000 Health Ins	7,116	0	7,116	590.00	.00	6,526.00	8.3%
12580010 520800 00000 Dental Ins	282	0	282	23.36	.00	258.64	8.3%
12580010 521000 00000 Unemp Comp	165	0	165	.00	.00	165.43	.0%
12580010 521200 00000 Employer M	800	0	800	58.55	.00	741.04	7.3%
12580010 539900 00000 Other Cont	358,250	0	358,250	.00	.00	358,250.00	.0%
12580010 551300 00000 Workers Co	170	0	170	.00	.00	169.61	.0%
12588010 579100 00000 Other Cons	2,245,363	2,551,347	4,796,710	.00	.00	4,796,710.28	.0%
12588020 579100 00000 Other Cons	2,663,000	0	2,663,000	.00	.00	2,663,000.00	.0%
12588030 579100 00000 Other Cons	6,479,000	0	6,479,000	.00	.00	6,479,000.00	.0%
12588040 579100 00000 Other Cons	3,785,000	0	3,785,000	.00	.00	3,785,000.00	.0%
12588050 579900 00000 Other Capi	495,710	0	495,710	36,651.70	-36,651.70	495,710.00	.0%
12588070 579100 00000 Other Cons	0	480,000	480,000	.00	.00	480,000.00	.0%
TOTAL AmericanRescuePlanActGrant1	16,127,883	3,031,347	19,159,231	42,021.13	-36,651.70	19,153,861.08	.0%
TOTAL Other Gen Govt Special Revenue	16,127,883	3,031,347	19,159,231	42,021.13	-36,651.70	19,153,861.08	.0%
TOTAL EXPENSES	16,127,883	3,031,347	19,159,231	42,021.13	-36,651.70	19,153,861.08	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 131 Highway	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
61000 Administration							
13100020 510100 00000 County Off	144,031	0	144,031	11,079.32	.00	132,951.82	7.7%
13100020 510300 00000 Assistant	224,729	0	224,729	16,935.04	.00	207,794.08	7.5%
13100020 510500 00000 Supervisor	93,735	0	93,735	7,063.68	.00	86,671.18	7.5%
13100020 511900 00000 Accountant	201,564	0	201,564	14,966.71	.00	186,597.64	7.4%
13100020 514000 00000 Salary Sup	28,319	0	28,319	2,215.86	.00	26,103.61	7.8%
13100020 516700 00000 Maintenanc	100,695	0	100,695	6,748.13	.00	93,947.01	6.7%
13100020 518700 00000 Overtime P	3,000	0	3,000	29.39	.00	2,970.61	1.0%
13100020 518900 00000 Other Sala	67,028	0	67,028	5,051.04	.00	61,976.88	7.5%
13100020 520100 00000 Social Sec	53,286	0	53,286	3,821.98	.00	49,463.80	7.2%
13100020 520400 00000 State Reti	59,347	0	59,347	4,422.14	.00	54,924.90	7.5%
13100020 520600 00000 Life Ins E	580	0	580	48.70	.00	531.02	8.4%
13100020 520700 00000 Health Ins	98,232	0	98,232	8,790.00	.00	89,442.00	8.9%
13100020 520800 00000 Dental Ins	2,538	0	2,538	210.24	.00	2,327.76	8.3%
13100020 521000 00000 Unemp Comp	2,063	0	2,063	24.15	.00	2,039.10	1.2%
13100020 521100 00000 Retiree Be	156,000	0	156,000	.00	.00	156,000.00	.0%
13100020 521200 00000 Employer M	12,471	0	12,471	893.85	.00	11,577.63	7.2%
13100020 530700 00000 Communicat	60,400	0	60,400	8,821.63	1,300.00	50,278.37	16.8%
13100020 532000 00000 Dues and M	7,800	0	7,800	4,635.00	250.00	2,915.00	62.6%
13100020 533100 00000 Legal Svcs	10,000	0	10,000	.00	.00	10,000.00	.0%
13100020 533300 00000 Licenses	13,000	0	13,000	.00	.00	13,000.00	.0%
13100020 533400 00000 Maintenanc	4,000	0	4,000	38.71	561.29	3,400.00	15.0%
13100020 534800 00000 Postal Cha	50	0	50	.00	.00	50.00	.0%
13100020 535500 00000 Travel	10,000	0	10,000	1,587.58	1,600.00	6,812.42	31.9%
13100020 535600 00000 Tuition	18,500	0	18,500	.00	.00	18,500.00	.0%
13100020 541000 00000 Custodial	7,000	0	7,000	.00	.00	7,000.00	.0%
13100020 541300 00000 Drugs and	1,500	0	1,500	.00	.00	1,500.00	.0%
13100020 541500 00000 Electricit	7,000	0	7,000	176.17	.00	6,823.83	2.5%
13100020 543500 00000 Office Sup	10,000	0	10,000	57.70	854.55	9,087.75	9.1%
13100020 545400 00000 Water and	200	0	200	.00	.00	200.00	.0%
13100020 547100 00000 Computer S	30,000	0	30,000	31.93	8,720.88	21,247.19	29.2%
13100020 549900 00000 Other Supp	23,000	0	23,000	140.36	17,711.50	5,148.14	77.6%
13100020 550600 00000 Liability	228,474	0	228,474	.00	.00	228,474.00	.0%
13100020 551000 00000 Trustee Co	160,000	0	160,000	.00	.00	160,000.00	.0%
13100020 551300 00000 Workers Co	10,399	0	10,399	.00	.00	10,398.96	.0%
13100020 570700 00000 Building I	45,000	0	45,000	24,508.00	20,290.13	201.87	99.6%
13100020 570900 00000 Data Proce	4,000	0	4,000	256.75	2,233.33	1,509.92	62.3%
13100020 571100 00000 Furniture	7,000	0	7,000	39.76	421.08	6,539.16	6.6%
TOTAL Administration	1,904,942	0	1,904,942	122,593.82	53,942.76	1,728,405.65	9.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 131 Highway				ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
62000 Highway and Bridge Maintenance										
13100030	510500	00000	Supervisor	384,088	0	384,088	31,636.14	.00	352,451.63	8.2%
13100030	513500	00000	Assessment	162,713	0	162,713	11,245.29	.00	151,467.85	6.9%
13100030	514100	00000	Foreman	106,837	0	106,837	8,253.31	.00	98,583.77	7.7%
13100030	514300	00000	Equipment	1,707,782	0	1,707,782	120,560.23	.00	1,587,221.77	7.1%
13100030	514900	00000	Laborers	153,570	0	153,570	11,572.71	.00	141,997.36	7.5%
13100030	518700	00000	Overtime P	80,000	0	80,000	6,183.14	.00	73,816.86	7.7%
13100030	520100	00000	Social Sec	155,929	0	155,929	10,989.33	.00	144,940.05	7.0%
13100030	520400	00000	State Reti	173,534	0	173,534	12,573.36	.00	160,960.95	7.2%
13100030	520600	00000	Life Ins E	2,501	0	2,501	205.00	.00	2,295.92	8.2%
13100030	520700	00000	Health Ins	571,632	0	571,632	45,119.50	.00	526,512.50	7.9%
13100030	520800	00000	Dental Ins	11,280	0	11,280	887.68	.00	10,392.32	7.9%
13100030	521000	00000	Unemp Comp	7,545	0	7,545	12.32	.00	7,532.65	.2%
13100030	521200	00000	Employer M	36,467	0	36,467	2,570.11	.00	33,897.25	7.0%
13100030	533000	00000	Lease Paym	2,500	0	2,500	.00	.00	2,500.00	.0%
13100030	535500	00000	Travel	15,000	0	15,000	.00	1,188.73	13,811.27	7.9%
13100030	539900	00000	Other Cont	400,000	0	400,000	3,388.81	79,907.98	316,703.21	20.8%
13100030	540400	00000	Asphalt Ho	3,000,000	0	3,000,000	-83,423.12	1,075,923.12	2,007,500.00	33.1%
13100030	540500	00000	Ashphalt L	120,000	0	120,000	.00	.00	120,000.00	.0%
13100030	540800	00000	Concrete	50,000	0	50,000	.00	.00	50,000.00	.0%
13100030	540900	00000	Crushed St	300,000	0	300,000	1,881.63	48,118.37	250,000.00	16.7%
13100030	542000	00000	Fertilizer	15,000	0	15,000	2,039.78	2,000.00	10,960.22	26.9%
13100030	542200	00000	Food Suppl	10,000	0	10,000	1,247.68	1,926.81	6,825.51	31.7%
13100030	544000	00000	Pipe Metal	430,000	0	430,000	.00	177,328.80	252,671.20	41.2%
13100030	544300	00000	Road Signs	105,000	0	105,000	8,022.75	7,667.54	89,309.71	14.9%
13100030	544400	00000	Salt	190,000	0	190,000	.00	.00	190,000.00	.0%
13100030	544700	00000	Structural	20,000	0	20,000	100.00	400.00	19,500.00	2.5%
13100030	545100	00000	Uniforms	20,000	0	20,000	910.86	4,989.13	14,100.01	29.5%
13100030	545900	00000	Drainage M	1,000	0	1,000	.00	.00	1,000.00	.0%
13100030	547100	00000	Computer S	1,000	0	1,000	.00	.00	1,000.00	.0%
13100030	551300	00000	Workers Co	57,772	0	57,772	.00	.00	57,771.96	.0%
13100030	571400	00000	Highway Eq	13,000	0	13,000	.00	.00	13,000.00	.0%
13627040	571300	00000	Hwy Const	0	248,396	248,396	.00	230,296.18	18,100.00	92.7%
TOTAL Highway and Bridge Maintenance				8,304,151	248,396	8,552,547	195,976.51	1,629,746.66	6,726,823.97	21.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 131 Highway	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
63100 Operation_Maint of Equipment							
13100040 510500 00000 Supervisor	78,567	0	78,567	6,459.02	.00	72,107.52	8.2%
13100040 513200 00000 Materials	44,609	0	44,609	3,361.60	.00	41,246.90	7.5%
13100040 514200 00000 Mechanics	204,828	0	204,828	16,073.12	.00	188,754.86	7.8%
13100040 518700 00000 Overtime P	6,000	0	6,000	.00	.00	6,000.00	.0%
13100040 520100 00000 Social Sec	20,336	0	20,336	1,491.77	.00	18,844.42	7.3%
13100040 520400 00000 State Reti	22,632	0	22,632	1,786.66	.00	20,845.55	7.9%
13100040 520600 00000 Life Ins E	335	0	335	28.06	.00	306.98	8.4%
13100040 520700 00000 Health Ins	81,312	0	81,312	6,659.00	.00	74,653.00	8.2%
13100040 520800 00000 Dental Ins	1,692	0	1,692	116.80	.00	1,575.20	6.9%
13100040 521000 00000 Unemp Comp	984	0	984	.00	.00	984.01	.0%
13100040 521200 00000 Employer M	4,756	0	4,756	348.87	.00	4,407.17	7.3%
13100040 533800 00000 Maint. And	15,000	0	15,000	.00	.00	15,000.00	.0%
13100040 541200 00000 Diesel Fue	230,000	0	230,000	.00	.00	230,000.00	.0%
13100040 541800 00000 Equipment	304,000	0	304,000	14,735.31	43,632.37	245,632.32	19.2%
13100040 542500 00000 Gasoline	105,000	0	105,000	.00	.00	105,000.00	.0%
13100040 543300 00000 Lubricants	16,000	0	16,000	73.43	.00	15,926.57	.5%
13100040 544000 00000 Pipe Metal	1,000	0	1,000	.00	.00	1,000.00	.0%
13100040 544200 00000 Propane Ga	15,000	0	15,000	530.60	11,558.50	2,910.90	80.6%
13100040 545000 00000 Tires and	71,000	0	71,000	.00	.00	71,000.00	.0%
13100040 545100 00000 Uniforms	18,000	0	18,000	.00	.00	18,000.00	.0%
13100040 551300 00000 Workers Co	6,933	0	6,933	.00	.00	6,932.64	.0%
13100040 571700 00000 Maint Equi	8,000	0	8,000	.00	.00	8,000.00	.0%
TOTAL Operation_Maint of Equipment	1,255,983	0	1,255,983	51,664.24	55,190.87	1,149,128.04	8.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 131 Highway	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
64000 Litter and Trash Collection							
13640020 518900 00000 Other Sala	31,173	0	31,173	2,573.93	.00	28,598.74	8.3%
13640020 520100 00000 Social Sec	1,914	0	1,914	159.24	.00	1,754.61	8.3%
13640020 520400 00000 State Reti	2,151	0	2,151	177.60	.00	1,973.31	8.3%
13640020 520600 00000 Life Ins E	36	0	36	2.98	.00	32.66	8.4%
13640020 520800 00000 Dental Ins	282	0	282	23.36	.00	258.64	8.3%
13640020 521000 00000 Unemp Comp	94	0	94	.00	.00	93.52	.0%
13640020 521200 00000 Employer M	452	0	452	37.24	.00	414.76	8.2%
13640020 530700 00000 Communicat	490	0	490	.00	.00	490.00	.0%
13640020 533400 00000 Maintenanc	64,000	0	64,000	3,210.87	18,850.88	41,938.25	34.5%
13640020 541800 00000 Equipment	2,000	0	2,000	.00	.00	2,000.00	.0%
13640020 543500 00000 Office Sup	400	0	400	.00	.00	400.00	.0%
13640020 551300 00000 Workers Co	1,155	0	1,155	.00	.00	1,155.44	.0%
13640020 570700 00000 Building I	6,000	0	6,000	.00	.00	6,000.00	.0%
13640020 572000 00000 Plant Oper	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Litter and Trash Collection	112,146	0	112,146	6,185.22	18,850.88	87,109.93	22.3%
TOTAL Highway	11,577,222	248,396	11,825,619	376,419.79	1,757,731.17	9,691,467.59	18.0%
TOTAL EXPENSES	11,577,222	248,396	11,825,619	376,419.79	1,757,731.17	9,691,467.59	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71100 Regular Instruction Program							
14100030 511600 00000 Teachers	36,650,134	0	36,650,134	3,018,499.82	.00	33,631,634.18	8.2%
14100030 511700 00000 Career Lad	150,000	0	150,000	.00	.00	150,000.00	.0%
14100030 514000 00000 Salary Sup	1,083,000	0	1,083,000	.00	.00	1,083,000.00	.0%
14100030 516300 00000 Educationa	2,571,000	0	2,571,000	212,533.52	.00	2,358,466.48	8.3%
14100030 518900 00000 Other Sala	184,000	0	184,000	.00	.00	184,000.00	.0%
14100030 520100 00000 Social Sec	2,585,000	0	2,585,000	189,535.64	.00	2,395,464.36	7.3%
14100030 520400 00000 State Reti	3,005,000	0	3,005,000	221,002.87	.00	2,783,997.13	7.4%
14100030 520600 00000 Life Ins E	46,000	0	46,000	2,673.31	.00	43,326.69	5.8%
14100030 520700 00000 Health Ins	6,229,000	0	6,229,000	485,765.79	.00	5,743,234.21	7.8%
14100030 520800 00000 Dental Ins	150,000	0	150,000	10,496.81	.00	139,503.19	7.0%
14100030 521200 00000 Employer M	615,500	0	615,500	44,756.15	.00	570,743.85	7.3%
14100030 521700 00000 Retire_Hyb	150,000	0	150,000	.00	.00	150,000.00	.0%
14100030 530900 00000 ConGovtAgc	10,000	0	10,000	.00	.00	10,000.00	.0%
14100030 534900 00000 Printing S	5,000	0	5,000	.00	.00	5,000.00	.0%
14100030 536900 00000 Contracts	1,950,000	0	1,950,000	.00	1,942,000.00	8,000.00	99.6%
14100030 542900 00000 Instr Supp	865,000	0	865,000	200.00	112,883.30	751,916.70	13.1%
14100030 544900 00000 Textbooks	100,000	0	100,000	756.00	102,291.35	-3,047.35	103.0%
14100030 559900 00000 Other Char	35,000	0	35,000	.00	.00	35,000.00	.0%
14100030 571100 00000 Funiture a	350,000	0	350,000	.00	.00	350,000.00	.0%
TOTAL Regular Instruction Program	56,733,634	0	56,733,634	4,186,219.91	2,157,174.65	50,390,239.44	11.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71200 Special Education Program							
14100040 511600 00000 Teachers	6,282,000	0	6,282,000	441,835.83	.00	5,840,164.17	7.0%
14100040 511700 00000 Career Lad	15,000	0	15,000	.00	.00	15,000.00	.0%
14100040 516300 00000 Educationa	3,381,000	0	3,381,000	97,208.20	.00	3,283,791.80	2.9%
14100040 520100 00000 Social Sec	580,000	0	580,000	31,192.89	.00	548,807.11	5.4%
14100040 520400 00000 State Reti	555,000	0	555,000	36,906.62	.00	518,093.38	6.6%
14100040 520600 00000 Life Ins E	9,200	0	9,200	459.61	.00	8,740.39	5.0%
14100040 520700 00000 Health Ins	1,532,000	0	1,532,000	88,633.68	.00	1,443,366.32	5.8%
14100040 520800 00000 Dental Ins	44,000	0	44,000	2,024.16	.00	41,975.84	4.6%
14100040 521200 00000 Employer M	137,000	0	137,000	7,409.40	.00	129,590.60	5.4%
14100040 521700 00000 Retire_Hyb	30,000	0	30,000	.00	.00	30,000.00	.0%
14100040 531200 00000 Contracts	8,000	0	8,000	.00	.00	8,000.00	.0%
14100040 533600 00000 Maint. And	1,000	0	1,000	.00	.00	1,000.00	.0%
14100040 542900 00000 Instr Supp	140,000	0	140,000	4,475.00	8,025.00	127,500.00	8.9%
14100040 549900 00000 Other Supp	1,000	0	1,000	.00	.00	1,000.00	.0%
14100040 552400 00000 Inservice	7,500	0	7,500	.00	.00	7,500.00	.0%
14100040 572500 00000 Special Ed	35,000	0	35,000	.00	1,968.00	33,032.00	5.6%
TOTAL Special Education Program	12,757,700	0	12,757,700	710,145.39	9,993.00	12,037,561.61	5.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71300 Vocational Education Program									
14100050	511600	00000 Teachers	3,415,000	0	3,415,000	239,442.05	.00	3,175,557.95	7.0%
14100050	511700	00000 Career Lad	10,000	0	10,000	.00	.00	10,000.00	.0%
14100050	520100	00000 Social Sec	206,000	0	206,000	13,900.85	.00	192,099.15	6.7%
14100050	520400	00000 State Reti	251,000	0	251,000	18,136.30	.00	232,863.70	7.2%
14100050	520600	00000 Life Ins E	4,100	0	4,100	239.99	.00	3,860.01	5.9%
14100050	520700	00000 Health Ins	540,000	0	540,000	42,077.18	.00	497,922.82	7.8%
14100050	520800	00000 Dental Ins	15,000	0	15,000	892.56	.00	14,107.44	6.0%
14100050	521200	00000 Employer M	49,000	0	49,000	3,282.87	.00	45,717.13	6.7%
14100050	521700	00000 Retire_Hyb	15,000	0	15,000	.00	.00	15,000.00	.0%
14100050	533600	00000 Maint. And	4,000	0	4,000	300.00	302.00	3,398.00	15.1%
14100050	533800	00000 Maint. And	5,000	0	5,000	.00	.00	5,000.00	.0%
14100050	542900	00000 Instr Supp	60,000	0	60,000	.00	-16.64	60,016.64	.0%
14100050	544900	00000 Textbooks	5,000	0	5,000	.00	.00	5,000.00	.0%
14100050	549900	00000 Other Supp	5,000	0	5,000	23.99	.00	4,976.01	.5%
14100050	573000	00000 Voc Instru	5,000	0	5,000	.00	.00	5,000.00	.0%
14710090	514600	00000 Bus Driver	10,000	0	10,000	.00	.00	10,000.00	.0%
14710090	542900	00000 Instr Supp	372,414	0	372,414	.00	43,971.41	328,442.59	11.8%
14710090	547100	00000 Computer S	26,700	0	26,700	.00	.00	26,700.00	.0%
14710090	559900	00000 Other Char	56,768	0	56,768	.00	.00	56,768.00	.0%
14710090	573000	00000 Voc Instru	1,377,805	0	1,377,805	.00	65,993.24	1,311,811.76	4.8%
TOTAL Vocational Education Program			6,432,787	0	6,432,787	318,295.79	110,250.01	6,004,241.20	6.7%

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FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71900 Other							
14100060 521100 00000 Retiree Be	1,380,000	0	1,380,000	.00	.00	1,380,000.00	.0%
TOTAL Other	1,380,000	0	1,380,000	.00	.00	1,380,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72110 Attendance							
14100070 510500 00000 Supervisor	60,000	0	60,000	4,478.33	.00	55,521.67	7.5%
14100070 516200 00000 Clerical P	36,000	0	36,000	2,594.40	.00	33,405.60	7.2%
14100070 520100 00000 Social Sec	6,000	0	6,000	428.63	.00	5,571.37	7.1%
14100070 520400 00000 State Reti	7,100	0	7,100	463.84	.00	6,636.16	6.5%
14100070 520600 00000 Life Ins E	100	0	100	6.84	.00	93.16	6.8%
14100070 520700 00000 Health Ins	11,000	0	11,000	295.00	.00	10,705.00	2.7%
14100070 520800 00000 Dental Ins	500	0	500	11.68	.00	488.32	2.3%
14100070 521200 00000 Employer M	1,400	0	1,400	100.24	.00	1,299.76	7.2%
TOTAL Attendance	122,100	0	122,100	8,378.96	.00	113,721.04	6.9%

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ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72120 Health Services							
14100080 513100 00000 Medical Pe	1,318,000	0	1,318,000	1,810.00	.00	1,316,190.00	.1%
14100080 516100 00000 Secretary	62,000	0	62,000	4,593.20	.00	57,406.80	7.4%
14100080 518900 00000 Other Sala	0	0	0	4,174.20	.00	-4,174.20	100.0%
14100080 520100 00000 Social Sec	86,000	0	86,000	621.07	.00	85,378.93	.7%
14100080 520400 00000 State Reti	117,500	0	117,500	767.36	.00	116,732.64	.7%
14100080 520600 00000 Life Ins E	1,500	0	1,500	9.92	.00	1,490.08	.7%
14100080 520700 00000 Health Ins	300,000	0	300,000	2,754.00	.00	297,246.00	.9%
14100080 520800 00000 Dental Ins	8,500	0	8,500	23.36	.00	8,476.64	.3%
14100080 521200 00000 Employer M	20,000	0	20,000	145.24	.00	19,854.76	.7%
14100080 532000 00000 Dues and M	800	0	800	.00	.00	800.00	.0%
14100080 534000 00000 Medical an	2,000	0	2,000	.00	.00	2,000.00	.0%
14100080 535500 00000 Travel	3,500	0	3,500	.00	.00	3,500.00	.0%
14100080 539900 00000 Other Cont	600	0	600	.00	.00	600.00	.0%
14100080 541300 00000 Drugs and	35,000	0	35,000	.00	2,250.00	32,750.00	6.4%
14100080 542200 00000 Food Suppl	650	0	650	.00	285.00	365.00	43.8%
14100080 543500 00000 Office Sup	500	0	500	.00	.00	500.00	.0%
14100080 549900 00000 Other Supp	500	0	500	.00	.00	500.00	.0%
14100080 552400 00000 Inservice	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Health Services	1,959,050	0	1,959,050	14,898.35	2,535.00	1,941,616.65	.9%

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ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72130 Other Student Support							
14100090 512300 00000 Guidance P	2,010,000	0	2,010,000	161,799.15	.00	1,848,200.85	8.0%
14100090 513000 00000 Social Wor	116,000	0	116,000	4,296.60	.00	111,703.40	3.7%
14100090 516100 00000 Secretary	72,000	0	72,000	6,432.80	.00	65,567.20	8.9%
14100090 520100 00000 Social Sec	136,000	0	136,000	10,140.65	.00	125,859.35	7.5%
14100090 520400 00000 State Reti	159,000	0	159,000	12,508.35	.00	146,491.65	7.9%
14100090 520600 00000 Life Ins E	2,600	0	2,600	152.02	.00	2,447.98	5.8%
14100090 520700 00000 Health Ins	370,000	0	370,000	29,958.38	.00	340,041.62	8.1%
14100090 520800 00000 Dental Ins	9,400	0	9,400	565.08	.00	8,834.92	6.0%
14100090 521200 00000 Employer M	32,000	0	32,000	2,371.57	.00	29,628.43	7.4%
14100090 521700 00000 Retire_Hyb	10,000	0	10,000	.00	.00	10,000.00	.0%
14100090 532200 00000 Evaluation	52,000	0	52,000	.00	.00	52,000.00	.0%
14100090 542900 00000 Instr Supp	6,000	0	6,000	.00	.00	6,000.00	.0%
14100090 543500 00000 Office Sup	500	0	500	.00	.00	500.00	.0%
14100090 552400 00000 Inservice	4,000	0	4,000	.00	.00	4,000.00	.0%
TOTAL Other Student Support	2,979,500	0	2,979,500	228,224.60	.00	2,751,275.40	7.7%

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FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72210 Regular Instruction Program							
14100100 510500 00000 Supervisor	355,000	0	355,000	17,683.75	.00	337,316.25	5.0%
14100100 512900 00000 Librarians	1,450,000	0	1,450,000	104,023.75	.00	1,345,976.25	7.2%
14100100 516100 00000 Secretary	95,000	0	95,000	3,543.20	.00	91,456.80	3.7%
14100100 518900 00000 Other Sala	148,000	0	148,000	10,962.66	.00	137,037.34	7.4%
14100100 520100 00000 Social Sec	126,000	0	126,000	7,937.54	.00	118,062.46	6.3%
14100100 520400 00000 State Reti	152,000	0	152,000	9,043.24	.00	142,956.76	5.9%
14100100 520600 00000 Life Ins E	2,100	0	2,100	115.14	.00	1,984.86	5.5%
14100100 520700 00000 Health Ins	315,000	0	315,000	22,552.89	.00	292,447.11	7.2%
14100100 520800 00000 Dental Ins	7,500	0	7,500	520.76	.00	6,979.24	6.9%
14100100 521200 00000 Employer M	30,000	0	30,000	1,856.36	.00	28,143.64	6.2%
14100100 521700 00000 Retire_Hyb	4,000	0	4,000	.00	.00	4,000.00	.0%
14100100 530900 00000 Contracts	70,000	0	70,000	.00	21,000.00	49,000.00	30.0%
14100100 535500 00000 Travel	35,000	0	35,000	904.96	.00	34,095.04	2.6%
14100100 539900 00000 Other Cont	55,000	0	55,000	.00	.00	55,000.00	.0%
14100100 542200 00000 Food Suppl	7,000	0	7,000	59.92	796.50	6,143.58	12.2%
14100100 542900 00000 Instr Supp	1,000	0	1,000	.00	.00	1,000.00	.0%
14100100 549900 00000 Other Supp	1,000	0	1,000	.00	.00	1,000.00	.0%
14100100 552400 00000 Inservice	25,000	0	25,000	-627.09	.00	25,627.09	-2.5%
TOTAL Regular Instruction Program	2,878,600	0	2,878,600	178,577.08	21,796.50	2,678,226.42	7.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72220 Special Education Program							
14100110 512400 00000 Psycologic	640,000	0	640,000	42,326.00	.00	597,674.00	6.6%
14100110 520100 00000 Social Sec	39,500	0	39,500	2,426.50	.00	37,073.50	6.1%
14100110 520400 00000 State Reti	46,000	0	46,000	3,228.63	.00	42,771.37	7.0%
14100110 520600 00000 Life Ins E	800	0	800	37.20	.00	762.80	4.7%
14100110 520700 00000 Health Ins	95,000	0	95,000	4,627.50	.00	90,372.50	4.9%
14100110 520800 00000 Dental Ins	2,600	0	2,600	81.76	.00	2,518.24	3.1%
14100110 521200 00000 Employer M	9,300	0	9,300	594.44	.00	8,705.56	6.4%
14100110 521700 00000 Retire_Hyb	4,000	0	4,000	.00	.00	4,000.00	.0%
14100110 531200 00000 ConPriAgcy	140,000	0	140,000	.00	.00	140,000.00	.0%
14100110 533000 00000 Lease Paym	2,000	0	2,000	.00	.00	2,000.00	.0%
14100110 535500 00000 Travel	20,000	0	20,000	.00	.00	20,000.00	.0%
14100110 552400 00000 Inservice	20,000	0	20,000	.00	10,938.27	9,061.73	54.7%
TOTAL Special Education Program	1,019,200	0	1,019,200	53,322.03	10,938.27	954,939.70	6.3%

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 141 GPSF		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72230 Vocational Education Program								
14100120 510500 00000	Supervisor	10,000	0	10,000	.00	.00	10,000.00	.0%
14100120 516100 00000	Secretary	76,500	0	76,500	5,641.60	.00	70,858.40	7.4%
14100120 520100 00000	Social Sec	5,400	0	5,400	303.90	.00	5,096.10	5.6%
14100120 520400 00000	State Reti	6,100	0	6,100	389.28	.00	5,710.72	6.4%
14100120 520600 00000	Life Ins E	120	0	120	8.93	.00	111.07	7.4%
14100120 520700 00000	Health Ins	36,000	0	36,000	2,649.92	.00	33,350.08	7.4%
14100120 520800 00000	Dental Ins	600	0	600	44.88	.00	555.12	7.5%
14100120 521200 00000	Employer M	1,300	0	1,300	71.08	.00	1,228.92	5.5%
14100120 532000 00000	DuesMember	5,000	0	5,000	.00	.00	5,000.00	.0%
14100120 535600 00000	Tuition	3,000	0	3,000	.00	.00	3,000.00	.0%
14100120 552400 00000	Inservice	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL Vocational Education Program		146,520	0	146,520	9,109.59	.00	137,410.41	6.2%

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72250 Technology							
14100130 510500 00000 Supervisor	104,500	0	104,500	3,660.00	.00	100,840.00	3.5%
14100130 512000 00000 Computer P	232,000	0	232,000	16,191.20	.00	215,808.80	7.0%
14100130 516200 00000 Clerical P	53,000	0	53,000	3,986.40	.00	49,013.60	7.5%
14100130 518900 00000 Other Sala	103,000	0	103,000	6,524.00	.00	96,476.00	6.3%
14100130 520100 00000 Social Sec	31,000	0	31,000	1,843.39	.00	29,156.61	5.9%
14100130 520400 00000 State Reti	34,000	0	34,000	2,094.95	.00	31,905.05	6.2%
14100130 520600 00000 Life Ins E	600	0	600	32.04	.00	567.96	5.3%
14100130 520700 00000 Health Ins	68,000	0	68,000	2,657.50	.00	65,342.50	3.9%
14100130 520800 00000 Dental Ins	2,500	0	2,500	81.76	.00	2,418.24	3.3%
14100130 521200 00000 Employer M	7,200	0	7,200	431.12	.00	6,768.88	6.0%
14100130 533300 00000 Licenses	1,131,000	0	1,131,000	512,182.47	427,058.74	191,758.79	83.0%
14100130 533600 00000 Maint. And	60,000	0	60,000	1,000.00	3,000.00	56,000.00	6.7%
14100130 539900 00000 Other Cont	1,000	0	1,000	.00	.00	1,000.00	.0%
14100130 541100 00000 Data Proce	250,000	0	250,000	1,345.21	2,359.07	246,295.72	1.5%
14100130 549900 00000 Other Supp	4,500	0	4,500	.00	.00	4,500.00	.0%
14100130 552400 00000 Inservice	12,500	0	12,500	.00	.00	12,500.00	.0%
14100130 570900 00000 Data Proce	312,500	0	312,500	.00	7,315.55	305,184.45	2.3%
TOTAL Technology	2,407,300	0	2,407,300	552,030.04	439,733.36	1,415,536.60	41.2%

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ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72310 Board of Education							
14100150 518900 00000 Other Sala	340,000	0	340,000	8,785.06	.00	331,214.94	2.6%
14100150 519100 00000 BoardCommi	37,800	0	37,800	2,585.24	.00	35,214.76	6.8%
14100150 520100 00000 Social Sec	24,000	0	24,000	593.08	.00	23,406.92	2.5%
14100150 520400 00000 State Reti	21,000	0	21,000	257.27	.00	20,742.73	1.2%
14100150 520600 00000 Life Ins E	500	0	500	1.90	.00	498.10	.4%
14100150 520700 00000 Health Ins	15,500	0	15,500	363.07	.00	15,136.93	2.3%
14100150 520800 00000 Dental Ins	1,000	0	1,000	9.04	.00	990.96	.9%
14100150 521000 00000 Unemp Comp	15,000	0	15,000	.00	.00	15,000.00	.0%
14100150 521200 00000 Employer M	6,000	0	6,000	154.75	.00	5,845.25	2.6%
14100150 530500 00000 Audit Serv	39,500	0	39,500	.00	.00	39,500.00	.0%
14100150 530900 00000 Contracts	5,000	0	5,000	.00	.00	5,000.00	.0%
14100150 532000 00000 Dues and M	9,200	0	9,200	8,375.00	.00	825.00	91.0%
14100150 532400 00000 Financial	3,000	0	3,000	.00	1,300.00	1,700.00	43.3%
14100150 533100 00000 Legal Svcs	45,000	0	45,000	5,459.75	.00	39,540.25	12.1%
14100150 534900 00000 Printing S	1,500	0	1,500	.00	.00	1,500.00	.0%
14100150 535100 00000 Rentals	2,500	0	2,500	.00	.00	2,500.00	.0%
14100150 535500 00000 Travel	4,500	0	4,500	.00	356.98	4,143.02	7.9%
14100150 535600 00000 Tuition	3,000	0	3,000	.00	1,575.00	1,425.00	52.5%
14100150 539900 00000 Other Cont	7,300	0	7,300	118.80	1,740.00	5,441.20	25.5%
14100150 549900 00000 Other Supp	500	0	500	.00	130.99	369.01	26.2%
14100150 550600 00000 Liability	462,171	0	462,171	.00	.00	462,171.00	.0%
14100150 551000 00000 Trustee Co	924,000	0	924,000	.00	.00	924,000.00	.0%
14100150 551300 00000 Workers Co	428,500	0	428,500	.00	.00	428,500.00	.0%
14100150 552400 00000 Inservice	5,700	0	5,700	.00	.00	5,700.00	.0%
14100150 553300 00000 Licenses	5,000	0	5,000	111.45	4,420.85	467.70	90.6%
14100150 559900 00000 Other Char	140,000	0	140,000	.00	.00	140,000.00	.0%
TOTAL Board of Education	2,547,171	0	2,547,171	26,814.41	9,523.82	2,510,832.77	1.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72320 Director of Schools							
14100160 510100 00000 County Off	167,000	0	167,000	12,076.96	.00	154,923.04	7.2%
14100160 510300 00000 Assistant	126,500	0	126,500	18,129.29	.00	108,370.71	14.3%
14100160 510500 00000 Supervisor	163,000	0	163,000	20,204.80	.00	142,795.20	12.4%
14100160 516100 00000 Secretary	175,500	0	175,500	13,470.40	.00	162,029.60	7.7%
14100160 520100 00000 Social Sec	39,500	0	39,500	3,795.74	.00	35,704.26	9.6%
14100160 520400 00000 State Reti	46,500	0	46,500	4,238.53	.00	42,261.47	9.1%
14100160 520600 00000 Life Ins E	500	0	500	38.26	.00	461.74	7.7%
14100160 520700 00000 Health Ins	72,000	0	72,000	7,374.80	.00	64,625.20	10.2%
14100160 520800 00000 Dental Ins	1,800	0	1,800	135.39	.00	1,664.61	7.5%
14100160 521200 00000 Employer M	9,200	0	9,200	887.73	.00	8,312.27	9.6%
14100160 530200 00000 Advertisng	50,000	0	50,000	3,344.10	1,635.36	45,020.54	10.0%
14100160 532000 00000 Dues and M	5,600	0	5,600	4,626.00	.00	974.00	82.6%
14100160 533000 00000 Lease Paym	4,000	0	4,000	.00	.00	4,000.00	.0%
14100160 534000 00000 MedDenSrv	5,000	0	5,000	.00	.00	5,000.00	.0%
14100160 534800 00000 Postal Cha	6,000	0	6,000	3,746.74	.00	2,253.26	62.4%
14100160 534900 00000 Printing S	2,000	0	2,000	.00	.00	2,000.00	.0%
14100160 535100 00000 Rentals	500	0	500	.00	.00	500.00	.0%
14100160 535500 00000 Travel	3,500	0	3,500	150.50	120.64	3,228.86	7.7%
14100160 539900 00000 Other Cont	70,000	0	70,000	260.24	5,739.76	64,000.00	8.6%
14100160 542200 00000 FoodSupply	14,700	0	14,700	108.07	2,620.61	11,971.32	18.6%
14100160 543500 00000 Office Sup	9,000	0	9,000	186.00	3,700.00	5,114.00	43.2%
14100160 549900 00000 Other Supp	7,350	0	7,350	.00	250.00	7,100.00	3.4%
14100160 552400 00000 Inservice	8,000	0	8,000	3,800.00	2,389.23	1,810.77	77.4%
14100160 559900 00000 Other Char	9,000	0	9,000	1,280.00	1,850.00	5,870.00	34.8%
14100160 579000 00000 Other Equi	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL Director of Schools	997,650	0	997,650	97,853.55	18,305.60	881,490.85	11.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72410 Office of the Principal							
14100170 510400 00000 Principals	2,136,000	0	2,136,000	256,409.87	.00	1,879,590.13	12.0%
14100170 511900 00000 Accountant	101,000	0	101,000	7,632.00	.00	93,368.00	7.6%
14100170 513900 00000 Assistant	1,720,000	0	1,720,000	123,755.56	.00	1,596,244.44	7.2%
14100170 516100 00000 Secretary	1,825,000	0	1,825,000	134,287.60	.00	1,690,712.40	7.4%
14100170 520100 00000 Social Sec	350,000	0	350,000	30,818.35	.00	319,181.65	8.8%
14100170 520400 00000 State Reti	425,000	0	425,000	34,314.31	.00	390,685.69	8.1%
14100170 520600 00000 Life Ins E	3,600	0	3,600	399.37	.00	3,200.63	11.1%
14100170 520700 00000 Health Ins	975,000	0	975,000	77,247.23	.00	897,752.77	7.9%
14100170 520800 00000 Dental Ins	26,000	0	26,000	1,648.84	.00	24,351.16	6.3%
14100170 521200 00000 Employer M	83,000	0	83,000	7,232.67	.00	75,767.33	8.7%
14100170 530700 00000 Communicat	120,000	0	120,000	32,435.71	.00	87,564.29	27.0%
14100170 532000 00000 Dues and M	3,000	0	3,000	2,400.00	.00	600.00	80.0%
14100170 535000 00000 Internet C	200,000	0	200,000	.00	.00	200,000.00	.0%
14100170 535100 00000 Rentals	4,000	0	4,000	.00	.00	4,000.00	.0%
14100170 539900 00000 Other Cont	6,000	0	6,000	.00	.00	6,000.00	.0%
14100170 559900 00000 Other Char	365,000	0	365,000	.00	.00	365,000.00	.0%
TOTAL Office of the Principal	8,342,600	0	8,342,600	708,581.51	.00	7,634,018.49	8.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72510 Fiscal Services							
14100180 510500 00000 Supervisor	89,000	0	89,000	6,705.60	.00	82,294.40	7.5%
14100180 511900 00000 Accountant	125,000	0	125,000	9,373.60	.00	115,626.40	7.5%
14100180 520100 00000 Social Sec	13,200	0	13,200	931.11	.00	12,268.89	7.1%
14100180 520400 00000 State Reti	14,700	0	14,700	1,109.47	.00	13,590.53	7.5%
14100180 520600 00000 Life Ins E	300	0	300	14.38	.00	285.62	4.8%
14100180 520700 00000 Health Ins	41,500	0	41,500	3,349.00	.00	38,151.00	8.1%
14100180 520800 00000 Dental Ins	900	0	900	70.08	.00	829.92	7.8%
14100180 521200 00000 Employer M	3,200	0	3,200	217.77	.00	2,982.23	6.8%
14100180 535500 00000 Travel	1,000	0	1,000	.00	.00	1,000.00	.0%
14100180 552400 00000 Inservice	10,000	0	10,000	.00	.00	10,000.00	.0%
TOTAL Fiscal Services	298,800	0	298,800	21,771.01	.00	277,028.99	7.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72610 Operation of Plant							
14100190 516600 00000 Custodial	3,410,000	0	3,410,000	234,694.56	.00	3,175,305.44	6.9%
14100190 520100 00000 Social Sec	209,000	0	209,000	13,651.31	.00	195,348.69	6.5%
14100190 520400 00000 State Reti	229,000	0	229,000	15,190.87	.00	213,809.13	6.6%
14100190 520600 00000 Life Ins E	4,000	0	4,000	285.32	.00	3,714.68	7.1%
14100190 520700 00000 Health Ins	710,000	0	710,000	53,965.50	.00	656,034.50	7.6%
14100190 520800 00000 Dental Ins	23,000	0	23,000	1,389.92	.00	21,610.08	6.0%
14100190 521200 00000 Employer M	50,000	0	50,000	3,212.61	.00	46,787.39	6.4%
14100190 531000 00000 ConOthGovA	25,500	0	25,500	.00	.00	25,500.00	.0%
14100190 532200 00000 Evaluation	35,000	0	35,000	.00	1,945.00	33,055.00	5.6%
14100190 533400 00000 Maintenanc	385,000	0	385,000	9,438.09	361,523.80	14,038.11	96.4%
14100190 533600 00000 Maint. And	122,000	0	122,000	450.00	14,130.00	107,420.00	12.0%
14100190 536100 00000 Permits	6,000	0	6,000	40.00	4,000.00	1,960.00	67.3%
14100190 536300 00000 Contracts	10,000	0	10,000	.00	.00	10,000.00	.0%
14100190 539900 00000 Other Cont	53,000	0	53,000	4,400.00	6,100.00	42,500.00	19.8%
14100190 541000 00000 Custodial	315,000	0	315,000	39,841.26	223,325.89	51,832.85	83.5%
14100190 541500 00000 Electricit	3,400,000	0	3,400,000	.00	.00	3,400,000.00	.0%
14100190 542300 00000 Fuel Oil	14,500	0	14,500	.00	.00	14,500.00	.0%
14100190 543400 00000 Natural Ga	260,000	0	260,000	264.49	.00	259,735.51	.1%
14100190 545400 00000 Water and	600,000	0	600,000	.00	.00	600,000.00	.0%
14100190 572000 00000 Plant Oper	50,000	0	50,000	.00	.00	50,000.00	.0%
14100190 579000 00000 Other Equi	25,000	0	25,000	.00	.00	25,000.00	.0%
TOTAL Operation of Plant	9,936,000	0	9,936,000	376,823.93	611,024.69	8,948,151.38	9.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72620 Maint. of Plant							
14100200 510500 00000 Supervisor	111,000	0	111,000	8,426.40	.00	102,573.60	7.6%
14100200 516100 00000 Secretary	58,000	0	58,000	4,337.60	.00	53,662.40	7.5%
14100200 516700 00000 Maintenanc	880,000	0	880,000	65,272.20	.00	814,727.80	7.4%
14100200 520100 00000 Social Sec	64,000	0	64,000	4,612.79	.00	59,387.21	7.2%
14100200 520400 00000 State Reti	72,500	0	72,500	5,384.50	.00	67,115.50	7.4%
14100200 520600 00000 Life Ins E	1,200	0	1,200	85.78	.00	1,114.22	7.1%
14100200 520700 00000 Health Ins	189,000	0	189,000	14,936.00	.00	174,064.00	7.9%
14100200 520800 00000 Dental Ins	5,500	0	5,500	420.48	.00	5,079.52	7.6%
14100200 521200 00000 Employer M	15,200	0	15,200	1,078.78	.00	14,121.22	7.1%
14100200 530400 00000 Architects	30,000	0	30,000	.00	.00	30,000.00	.0%
14100200 533000 00000 Lease Paym	74,040	0	74,040	5,305.00	57,065.00	11,670.00	84.2%
14100200 533400 00000 Maintenanc	325,000	0	325,000	.00	127,728.00	197,272.00	39.3%
14100200 533500 00000 Maint. And	864,000	0	864,000	13,721.56	261,963.13	588,315.31	31.9%
14100200 533600 00000 Maint. And	300,000	0	300,000	2,151.97	1,500.00	296,348.03	1.2%
14100200 533800 00000 Maint. And	30,000	0	30,000	397.42	4,229.24	25,373.34	15.4%
14100200 534700 00000 Pest Contr	30,000	0	30,000	.00	19,860.00	10,140.00	66.2%
14100200 535100 00000 Rentals	25,000	0	25,000	.00	.00	25,000.00	.0%
14100200 536100 00000 Permits	5,000	0	5,000	55.00	4,945.00	.00	100.0%
14100200 539900 00000 Other Cont	25,000	0	25,000	.00	.00	25,000.00	.0%
14100200 541800 00000 Equipment	225,000	0	225,000	10,980.69	28,432.75	185,586.56	17.5%
14100200 542500 00000 Gasoline	70,000	0	70,000	.00	.00	70,000.00	.0%
14100200 542600 00000 GenConMt	1,000	0	1,000	.00	.00	1,000.00	.0%
14100200 543500 00000 Office Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
14100200 544600 00000 Small Tool	1,000	0	1,000	.00	.00	1,000.00	.0%
14100200 545300 00000 Vehicle Pa	8,000	0	8,000	.00	4,015.43	3,984.57	50.2%
14100200 549900 00000 Other Supp	175,000	0	175,000	3,213.27	42,447.15	129,339.58	26.1%
14100200 559900 00000 Other Char	5,000	0	5,000	.00	.00	5,000.00	.0%
14100200 570100 00000 AdminEquip	500,000	0	500,000	2,519.60	39,738.01	457,742.39	8.5%
14100200 570600 00000 Building C	50,000	0	50,000	.00	.00	50,000.00	.0%
14100200 570700 00000 Building I	190,000	0	190,000	.00	.00	190,000.00	.0%
14100200 571200 00000 HeatingAir	550,000	0	550,000	.00	13,031.05	536,968.95	2.4%
14100200 571700 00000 Maint Equi	45,000	0	45,000	.00	.00	45,000.00	.0%
14100200 571800 00000 Motor Vehi	15,000	0	15,000	.00	.00	15,000.00	.0%
14100200 579900 00000 Other Capi	75,000	0	75,000	.00	.00	75,000.00	.0%
TOTAL Maint. of Plant	5,015,440	0	5,015,440	142,899.04	604,954.76	4,267,586.20	14.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72710 Transporation							
14100210 510500 00000 Supervisor	60,000	0	60,000	4,478.34	.00	55,521.66	7.5%
14100210 516200 00000 Clerical P	58,000	0	58,000	4,337.60	.00	53,662.40	7.5%
14100210 518900 00000 Other Sala	74,500	0	74,500	5,500.60	.00	68,999.40	7.4%
14100210 520100 00000 Social Sec	12,000	0	12,000	842.36	.00	11,157.64	7.0%
14100210 520400 00000 State Reti	13,600	0	13,600	963.67	.00	12,636.33	7.1%
14100210 520600 00000 Life Ins E	200	0	200	12.40	.00	187.60	6.2%
14100210 520700 00000 Health Ins	28,000	0	28,000	2,239.00	.00	25,761.00	8.0%
14100210 520800 00000 Dental Ins	800	0	800	58.40	.00	741.60	7.3%
14100210 521200 00000 Employer M	3,000	0	3,000	197.00	.00	2,803.00	6.6%
14100210 531300 00000 Contracts	5,000	0	5,000	.00	518.85	4,481.15	10.4%
14100210 531500 00000 Contracts	5,700,000	0	5,700,000	244,450.00	.00	5,455,550.00	4.3%
14100210 533800 00000 Maint. And	15,000	0	15,000	.00	.00	15,000.00	.0%
14100210 534000 00000 Medical an	1,000	0	1,000	50.00	.00	950.00	5.0%
14100210 539900 00000 Other Cont	10,000	0	10,000	.00	.00	10,000.00	.0%
14100210 545000 00000 Tires and	1,000	0	1,000	.00	.00	1,000.00	.0%
14100210 572900 00000 Transporta	55,000	0	55,000	.00	.00	55,000.00	.0%
TOTAL Transporation	6,037,100	0	6,037,100	263,129.37	518.85	5,773,451.78	4.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
73400 Early Childhood Education							
14100230 511600 00000 Teachers	450,000	0	450,000	35,947.24	.00	414,052.76	8.0%
14100230 516300 00000 Educationa	135,000	0	135,000	9,761.00	.00	125,239.00	7.2%
14100230 520100 00000 Social Sec	36,500	0	36,500	2,632.09	.00	33,867.91	7.2%
14100230 520400 00000 State Reti	45,000	0	45,000	3,267.56	.00	41,732.44	7.3%
14100230 520600 00000 Life Ins E	700	0	700	50.45	.00	649.55	7.2%
14100230 520700 00000 Health Ins	154,000	0	154,000	10,780.31	.00	143,219.69	7.0%
14100230 520800 00000 Dental Ins	3,500	0	3,500	251.35	.00	3,248.65	7.2%
14100230 521200 00000 Employer M	8,600	0	8,600	615.57	.00	7,984.43	7.2%
14100230 542900 00000 Instr Supp	8,400	0	8,400	162.99	.00	8,237.01	1.9%
14100230 552400 00000 Inservice	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Early Childhood Education	846,700	0	846,700	63,468.56	.00	783,231.44	7.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
76100 Regular Capital Outlay							
14100240 530400 00000 Architects	30,000	0	30,000	.00	.00	30,000.00	.0%
14100240 570700 00000 Building I	675,000	0	675,000	.00	477,100.00	197,900.00	70.7%
14100240 570900 00000 Data Proce	17,500	0	17,500	.00	.00	17,500.00	.0%
14100240 571100 00000 Furniture	25,000	0	25,000	.00	.00	25,000.00	.0%
14100240 579900 00000 Other Capi	1,435,000	0	1,435,000	27,348.90	186,865.00	1,220,786.10	14.9%
14760030 539900 00000 Other Cont	1,333,350	0	1,333,350	.00	.00	1,333,350.00	.0%
TOTAL Regular Capital Outlay	3,515,850	0	3,515,850	27,348.90	663,965.00	2,824,536.10	19.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
99100 Transfer OUT							
14990040 559000 00000 Transfers	1,364,798	0	1,364,798	.00	.00	1,364,798.00	.0%
TOTAL Transfer OUT	1,364,798	0	1,364,798	.00	.00	1,364,798.00	.0%
TOTAL GPSF	127,718,500	0	127,718,500	7,987,892.02	4,660,713.51	115,069,894.47	9.9%
TOTAL EXPENSES	127,718,500	0	127,718,500	7,987,892.02	4,660,713.51	115,069,894.47	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71100 Regular Instruction Program							
14200020 511600 10024 Teachers	0	0	0	30,814.17	.00	-30,814.17	100.0%
14200020 511600 10025 Teachers	745,000	0	745,000	31,680.45	.00	713,319.55	4.3%
14200020 511600 98024 Teachers	0	0	0	44,815.96	.00	-44,815.96	100.0%
14200020 511600 98125 Teachers	240,000	0	240,000	.00	.00	240,000.00	.0%
14200020 516300 10024 Educationa	0	0	0	55,571.00	.00	-55,571.00	100.0%
14200020 516300 10025 Educationa	840,000	0	840,000	.00	.00	840,000.00	.0%
14200020 516300 98024 Educationa	0	0	0	6,273.20	.00	-6,273.20	100.0%
14200020 518900 17025 Other Sala	0	29,712	29,712	.00	.00	29,712.48	.0%
14200020 520100 10024 Social Sec	0	0	0	4,523.17	.00	-4,523.17	100.0%
14200020 520100 10025 Social Sec	90,000	0	90,000	1,856.89	.00	88,143.11	2.1%
14200020 520100 98024 Social Sec	0	0	0	3,072.47	.00	-3,072.47	100.0%
14200020 520100 98125 Social Sec	17,500	0	17,500	.00	.00	17,500.00	.0%
14200020 520400 10024 State Reti	0	0	0	2,322.97	.00	-2,322.97	100.0%
14200020 520400 10025 State Reti	77,000	0	77,000	2,055.21	.00	74,944.79	2.7%
14200020 520400 98024 State Reti	0	0	0	2,947.88	.00	-2,947.88	100.0%
14200020 520400 98125 State Reti	19,200	0	19,200	.00	.00	19,200.00	.0%
14200020 520600 10024 Life Ins E	0	0	0	29.34	.00	-29.34	100.0%
14200020 520600 10025 Life Ins E	900	0	900	27.28	.00	872.72	3.0%
14200020 520600 98024 Life Ins E	0	0	0	33.00	.00	-33.00	100.0%
14200020 520600 98125 Life Ins E	300	0	300	.00	.00	300.00	.0%
14200020 520700 10024 Health Ins	0	0	0	5,266.59	.00	-5,266.59	100.0%
14200020 520700 10025 Health Ins	140,000	0	140,000	5,483.00	.00	134,517.00	3.9%
14200020 520700 98024 Health Ins	0	0	0	5,415.55	.00	-5,415.55	100.0%
14200020 520700 98125 Health Ins	48,000	0	48,000	.00	.00	48,000.00	.0%
14200020 520800 10024 Dental Ins	0	0	0	121.82	.00	-121.82	100.0%
14200020 520800 10025 Dental Ins	5,000	0	5,000	81.76	.00	4,918.24	1.6%
14200020 520800 98024 Dental Ins	0	0	0	97.56	.00	-97.56	100.0%
14200020 520800 98125 Dental Ins	1,000	0	1,000	.00	.00	1,000.00	.0%
14200020 521200 10024 Employer M	0	0	0	1,229.97	.00	-1,229.97	100.0%
14200020 521200 10025 Employer M	22,000	0	22,000	434.30	.00	21,565.70	2.0%
14200020 521200 98024 Employer M	0	0	0	718.57	.00	-718.57	100.0%
14200020 521200 98125 Employer M	5,000	0	5,000	.00	.00	5,000.00	.0%
14200020 536900 98125 Contracts	40,000	0	40,000	.00	.00	40,000.00	.0%
14200020 542900 10025 Instr Supp	140,000	0	140,000	.00	.00	140,000.00	.0%
14200020 542900 15025 Instr Supp	2,000	0	2,000	.00	.00	2,000.00	.0%
14200020 542900 16025 Instr Supp	40,000	0	40,000	.00	.00	40,000.00	.0%
14200020 542900 17025 Instr Supp	0	94	94	.00	.00	94.02	.0%
14200020 542900 30025 Instr Supp	34,500	0	34,500	2,214.35	6,713.79	25,571.86	25.9%
14200020 542900 93025 Instr Supp	7,000	0	7,000	.00	.00	7,000.00	.0%
14200020 549900 14025 Other Supp	1,500	0	1,500	.00	.00	1,500.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14200020 572200 10025 Regular In	125,000	0	125,000	.00	.00	125,000.00	.0%
14200020 572200 16025 Regular In	1,000	0	1,000	.00	.00	1,000.00	.0%
14200020 572200 30025 Regular In	2,000	0	2,000	171.54	.00	1,828.46	8.6%
TOTAL Regular Instruction Program	2,643,900	29,807	2,673,707	207,258.00	6,713.79	2,459,734.71	8.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71200 Special Education Program							
14200030 511600 90024 Teachers	0	0	0	5,837.62	.00	-5,837.62	100.0%
14200030 511600 90025 Teachers	145,000	0	145,000	6,075.38	.00	138,924.62	4.2%
14200030 516300 90024 Educationa	0	0	0	117,612.92	.00	-117,612.92	100.0%
14200030 516300 90025 Educationa	1,507,550	0	1,507,550	.00	.00	1,507,550.00	.0%
14200030 516300 91024 Educationa	0	0	0	8,915.00	.00	-8,915.00	100.0%
14200030 516300 91025 Educationa	85,000	0	85,000	.00	.00	85,000.00	.0%
14200030 517100 90024 Speech Pat	0	0	0	2,794.88	.00	-2,794.88	100.0%
14200030 517100 90025 Speech Pat	45,000	0	45,000	3,852.39	.00	41,147.61	8.6%
14200030 520100 90024 Social Sec	0	0	0	7,282.61	.00	-7,282.61	100.0%
14200030 520100 90025 Social Sec	110,000	0	110,000	596.42	.00	109,403.58	.5%
14200030 520100 91024 Social Sec	0	0	0	495.77	.00	-495.77	100.0%
14200030 520100 91025 Social Sec	4,000	0	4,000	.00	.00	4,000.00	.0%
14200030 520400 90024 State Reti	0	0	0	4,839.04	.00	-4,839.04	100.0%
14200030 520400 90025 State Reti	69,000	0	69,000	733.11	.00	68,266.89	1.1%
14200030 520400 91024 State Reti	0	0	0	522.66	.00	-522.66	100.0%
14200030 520400 91025 State Reti	4,500	0	4,500	.00	.00	4,500.00	.0%
14200030 520600 90024 Life Ins E	0	0	0	97.20	.00	-97.20	100.0%
14200030 520600 90025 Life Ins E	1,500	0	1,500	4.96	.00	1,495.04	.3%
14200030 520600 91024 Life Ins E	0	0	0	10.30	.00	-10.30	100.0%
14200030 520600 91025 Life Ins E	100	0	100	.00	.00	100.00	.0%
14200030 520700 90024 Health Ins	0	0	0	15,561.35	.00	-15,561.35	100.0%
14200030 520700 90025 Health Ins	215,000	0	215,000	688.50	.00	214,311.50	.3%
14200030 520700 91024 Health Ins	0	0	0	3,326.00	.00	-3,326.00	100.0%
14200030 520700 91025 Health Ins	20,000	0	20,000	.00	.00	20,000.00	.0%
14200030 520800 90024 Dental Ins	0	0	0	534.07	.00	-534.07	100.0%
14200030 520800 90025 Dental Ins	7,500	0	7,500	23.36	.00	7,476.64	.3%
14200030 520800 91024 Dental Ins	0	0	0	70.08	.00	-70.08	100.0%
14200030 520800 91025 Dental Ins	500	0	500	.00	.00	500.00	.0%
14200030 521200 90024 Employer M	0	0	0	1,762.72	.00	-1,762.72	100.0%
14200030 521200 90025 Employer M	26,000	0	26,000	139.49	.00	25,860.51	.5%
14200030 521200 91024 Employer M	0	0	0	115.95	.00	-115.95	100.0%
14200030 521200 91025 Employer M	1,900	0	1,900	.00	.00	1,900.00	.0%
14200030 542900 90025 Instr Supp	50,000	0	50,000	.00	.00	50,000.00	.0%
14200030 572500 90025 Special Ed	20,000	0	20,000	.00	.00	20,000.00	.0%
14200030 572500 90125 Special Ed	58,000	0	58,000	.00	.00	58,000.00	.0%
TOTAL Special Education Program	2,370,550	0	2,370,550	181,891.78	.00	2,188,658.22	7.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71300 Vocational Education Program							
14200040 518900 81024 Other Sala	0	0	0	12,144.68	.00	-12,144.68	100.0%
14200040 518900 81025 Other Sala	125,000	0	125,000	2,188.46	.00	122,811.54	1.8%
14200040 520100 81024 Social Sec	0	0	0	714.21	.00	-714.21	100.0%
14200040 520100 81025 Social Sec	8,000	0	8,000	135.68	.00	7,864.32	1.7%
14200040 520400 81024 State Reti	0	0	0	817.46	.00	-817.46	100.0%
14200040 520400 81025 State Reti	9,000	0	9,000	139.18	.00	8,860.82	1.5%
14200040 520600 81024 Life Ins E	0	0	0	16.62	.00	-16.62	100.0%
14200040 520600 81025 Life Ins E	200	0	200	2.48	.00	197.52	1.2%
14200040 520700 81024 Health Ins	0	0	0	1,949.00	.00	-1,949.00	100.0%
14200040 520700 81025 Health Ins	14,000	0	14,000	.00	.00	14,000.00	.0%
14200040 520800 81024 Dental Ins	0	0	0	46.72	.00	-46.72	100.0%
14200040 521200 81024 Employer M	0	0	0	167.04	.00	-167.04	100.0%
14200040 521200 81025 Employer M	1,800	0	1,800	31.73	.00	1,768.27	1.8%
14200040 542900 80025 Instr Supp	40,000	0	40,000	3,750.00	2,000.00	34,250.00	14.4%
14200040 549900 80025 Other Supp	20,000	0	20,000	.00	.00	20,000.00	.0%
14200040 573000 80025 Voc Instru	80,000	0	80,000	5,276.00	13,241.44	61,482.56	23.1%
TOTAL Vocational Education Program	298,000	0	298,000	27,379.26	15,241.44	255,379.30	14.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72120 Health Services							
14720270 513100 98024 Medical Pe	0	0	0	86,546.60	.00	-86,546.60	100.0%
14720270 520100 98024 Social Sec	0	0	0	5,035.33	.00	-5,035.33	100.0%
14720270 520400 98024 State Reti	0	0	0	8,100.54	.00	-8,100.54	100.0%
14720270 520600 98024 Life Ins E	0	0	0	126.11	.00	-126.11	100.0%
14720270 520700 98024 Health Ins	0	0	0	20,047.06	.00	-20,047.06	100.0%
14720270 520800 98024 Dental Ins	0	0	0	429.64	.00	-429.64	100.0%
14720270 521200 98024 Employer M	0	0	0	1,177.59	.00	-1,177.59	100.0%
14720270 539900 14025 Other Cont	700	0	700	.00	.00	700.00	.0%
14720270 549900 93025 Other Supp	10,000	0	10,000	.00	.00	10,000.00	.0%
TOTAL Health Services	10,700	0	10,700	121,462.87	.00	-110,762.87	1135.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72130 Other Student Support							
14200050 513000 98024 Social Wor	0	0	0	4,157.60	.00	-4,157.60	100.0%
14200050 520100 98024 Social Sec	0	0	0	242.17	.00	-242.17	100.0%
14200050 520400 98024 State Reti	0	0	0	264.42	.00	-264.42	100.0%
14200050 520600 98024 Life Ins E	0	0	0	4.96	.00	-4.96	100.0%
14200050 520700 98024 Health Ins	0	0	0	1,333.00	.00	-1,333.00	100.0%
14200050 521200 98024 Employer M	0	0	0	56.64	.00	-56.64	100.0%
14200050 532200 20025 Evaluation	2,000	0	2,000	.00	.00	2,000.00	.0%
14200050 535500 80024 Travel	0	0	0	143.35	.00	-143.35	100.0%
14200050 535500 80025 Travel	13,000	0	13,000	.00	.00	13,000.00	.0%
14200050 535500 93025 Travel	10,600	0	10,600	.00	.00	10,600.00	.0%
14200050 539900 80025 Other Cont	19,200	0	19,200	.00	.00	19,200.00	.0%
14200050 539900 93025 Other Cont	7,500	0	7,500	.00	.00	7,500.00	.0%
14200050 549900 10025 Other Supp	10,000	0	10,000	.00	.00	10,000.00	.0%
14200050 552400 80025 Inservice	6,000	0	6,000	.00	.00	6,000.00	.0%
14200050 559900 10025 Other Char	20,000	0	20,000	.00	1,700.00	18,300.00	8.5%
14200050 559900 93025 Other Char	10,000	0	10,000	.00	.00	10,000.00	.0%
TOTAL Other Student Support	98,300	0	98,300	6,202.14	1,700.00	90,397.86	8.0%

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72210 Regular Instruction Program							
14200070 510500 01024 Supervisor	0	0	0	4,524.00	.00	-4,524.00	100.0%
14200070 510500 01025 Supervisor	110,000	0	110,000	4,576.92	.00	105,423.08	4.2%
14200070 516100 01024 Secretary	0	0	0	4,337.60	.00	-4,337.60	100.0%
14200070 516100 01025 Secretary	56,000	0	56,000	.00	.00	56,000.00	.0%
14200070 516200 98024 Clerical P	0	0	0	1,764.80	.00	-1,764.80	100.0%
14200070 518900 10024 Other Sala	0	0	0	10,246.93	.00	-10,246.93	100.0%
14200070 518900 10025 Other Sala	245,000	0	245,000	9,277.77	.00	235,722.23	3.8%
14200070 518900 20024 Other Sala	0	0	0	8,571.29	.00	-8,571.29	100.0%
14200070 518900 20025 Other Sala	230,600	0	230,600	8,961.73	.00	221,638.27	3.9%
14200070 520100 01024 Social Sec	0	0	0	532.07	.00	-532.07	100.0%
14200070 520100 01025 Social Sec	10,000	0	10,000	274.27	.00	9,725.73	2.7%
14200070 520100 10024 Social Sec	0	0	0	542.27	.00	-542.27	100.0%
14200070 520100 10025 Social Sec	15,000	0	15,000	560.19	.00	14,439.81	3.7%
14200070 520100 20024 Social Sec	0	0	0	489.57	.00	-489.57	100.0%
14200070 520100 20025 Social Sec	16,000	0	16,000	513.75	.00	15,486.25	3.2%
14200070 520100 98024 Social Sec	0	0	0	106.02	.00	-106.02	100.0%
14200070 520400 01024 State Reti	0	0	0	587.03	.00	-587.03	100.0%
14200070 520400 01025 State Reti	14,500	0	14,500	291.09	.00	14,208.91	2.0%
14200070 520400 10024 State Reti	0	0	0	571.67	.00	-571.67	100.0%
14200070 520400 10025 State Reti	25,000	0	25,000	590.07	.00	24,409.93	2.4%
14200070 520400 20024 State Reti	0	0	0	587.98	.00	-587.98	100.0%
14200070 520400 20025 State Reti	25,000	0	25,000	616.10	.00	24,383.90	2.5%
14200070 520400 98024 State Reti	0	0	0	121.77	.00	-121.77	100.0%
14200070 520600 01024 Life Ins E	0	0	0	7.44	.00	-7.44	100.0%
14200070 520600 01025 Life Ins E	200	0	200	2.48	.00	197.52	1.2%
14200070 520600 10024 Life Ins E	0	0	0	7.44	.00	-7.44	100.0%
14200070 520600 10025 Life Ins E	300	0	300	7.44	.00	292.56	2.5%
14200070 520600 20024 Life Ins E	0	0	0	7.44	.00	-7.44	100.0%
14200070 520600 20025 Life Ins E	400	0	400	7.44	.00	392.56	1.9%
14200070 520600 98024 Life Ins E	0	0	0	2.28	.00	-2.28	100.0%
14200070 520700 01024 Health Ins	0	0	0	1,272.00	.00	-1,272.00	100.0%
14200070 520700 01025 Health Ins	24,300	0	24,300	677.00	.00	23,623.00	2.8%
14200070 520700 10024 Health Ins	0	0	0	983.50	.00	-983.50	100.0%
14200070 520700 10025 Health Ins	25,000	0	25,000	983.50	.00	24,016.50	3.9%
14200070 520700 20024 Health Ins	0	0	0	1,677.00	.00	-1,677.00	100.0%
14200070 520700 20025 Health Ins	42,000	0	42,000	1,677.00	.00	40,323.00	4.0%
14200070 520700 98024 Health Ins	0	0	0	297.50	.00	-297.50	100.0%
14200070 520800 01024 Dental Ins	0	0	0	35.04	.00	-35.04	100.0%
14200070 520800 01025 Dental Ins	900	0	900	11.68	.00	888.32	1.3%
14200070 520800 10024 Dental Ins	0	0	0	23.36	.00	-23.36	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14200070 520800 10025 Dental Ins	900	0	900	23.36	.00	876.64	2.6%
14200070 520800 20024 Dental Ins	0	0	0	35.04	.00	-35.04	100.0%
14200070 520800 20025 Dental Ins	2,000	0	2,000	35.04	.00	1,964.96	1.8%
14200070 520800 98024 Dental Ins	0	0	0	11.68	.00	-11.68	100.0%
14200070 521200 01024 Employer M	0	0	0	124.43	.00	-124.43	100.0%
14200070 521200 01025 Employer M	2,370	0	2,370	64.15	.00	2,305.85	2.7%
14200070 521200 10024 Employer M	0	0	0	145.07	.00	-145.07	100.0%
14200070 521200 10025 Employer M	4,000	0	4,000	131.01	.00	3,868.99	3.3%
14200070 521200 20024 Employer M	0	0	0	114.49	.00	-114.49	100.0%
14200070 521200 20025 Employer M	4,000	0	4,000	120.15	.00	3,879.85	3.0%
14200070 521200 98024 Employer M	0	0	0	24.79	.00	-24.79	100.0%
14200070 535500 01025 Travel	2,100	0	2,100	.00	.00	2,100.00	.0%
14200070 535500 10025 Travel	7,000	0	7,000	.00	.00	7,000.00	.0%
14200070 535500 20025 Travel	12,000	0	12,000	.00	.00	12,000.00	.0%
14200070 539900 01024 Other Cont	0	0	0	62.77	.00	-62.77	100.0%
14200070 539900 01025 Other Cont	1,500	0	1,500	.00	.00	1,500.00	.0%
14200070 539900 15025 Other Cont	183,000	0	183,000	.00	90,000.00	93,000.00	49.2%
14200070 539900 16025 Other Cont	40,000	0	40,000	.00	16,700.00	23,300.00	41.8%
14200070 549900 01025 Other Supp	1,130	0	1,130	.00	.00	1,130.00	.0%
14200070 549900 14025 Other Supp	1,800	0	1,800	.00	.00	1,800.00	.0%
14200070 549900 20025 Other Supp	12,000	0	12,000	.00	.00	12,000.00	.0%
14200070 552400 01025 Inservice	4,500	0	4,500	.00	650.00	3,850.00	14.4%
14200070 552400 10025 Inservice	24,000	0	24,000	.00	6,108.96	17,891.04	25.5%
14200070 552400 16025 Inservice	16,800	0	16,800	.00	.00	16,800.00	.0%
14200070 552400 17025 Inservice	0	45,194	45,194	45,193.50	.00	.00	100.0%
14200070 552400 20025 Inservice	40,000	0	40,000	85.00	1,564.50	38,350.50	4.1%
14200070 552400 30025 Inservice	5,000	0	5,000	.00	.00	5,000.00	.0%
14200070 552400 93025 Inservice	7,000	0	7,000	.00	.00	7,000.00	.0%
14200070 559900 01025 Other Char	2,000	0	2,000	.00	.00	2,000.00	.0%
14200070 579000 01025 Other Equi	2,000	0	2,000	.00	.00	2,000.00	.0%
14200070 579000 20025 Other Equi	6,000	0	6,000	.00	.00	6,000.00	.0%
TOTAL Regular Instruction Program	1,221,300	45,194	1,266,494	112,494.91	115,023.46	1,038,975.13	18.0%

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72220 Special Education Program							
14200080 510500 90024 Supervisor	0	0	0	4,211.47	.00	-4,211.47	100.0%
14200080 510500 90025 Supervisor	110,000	0	110,000	4,370.19	.00	105,629.81	4.0%
14200080 512400 90024 Psycologic	0	0	0	8,747.26	.00	-8,747.26	100.0%
14200080 512400 90025 Psycologic	205,000	0	205,000	6,048.08	.00	198,951.92	3.0%
14200080 512400 98024 Psycologic	0	0	0	2,768.23	.00	-2,768.23	100.0%
14200080 516200 90024 Clerical P	0	0	0	23,010.60	.00	-23,010.60	100.0%
14200080 516200 90025 Clerical P	305,000	0	305,000	.00	.00	305,000.00	.0%
14200080 518900 90024 Other Sala	0	0	0	3,656.70	.00	-3,656.70	100.0%
14200080 518900 90025 Other Sala	93,000	0	93,000	4,060.54	.00	88,939.46	4.4%
14200080 520100 90024 Social Sec	0	0	0	2,268.56	.00	-2,268.56	100.0%
14200080 520100 90025 Social Sec	32,000	0	32,000	856.93	.00	31,143.07	2.7%
14200080 520100 98024 Social Sec	0	0	0	162.03	.00	-162.03	100.0%
14200080 520400 90024 State Reti	0	0	0	2,765.21	.00	-2,765.21	100.0%
14200080 520400 90025 State Reti	41,000	0	41,000	972.41	.00	40,027.59	2.4%
14200080 520400 98024 State Reti	0	0	0	188.52	.00	-188.52	100.0%
14200080 520600 90024 Life Ins E	0	0	0	38.91	.00	-38.91	100.0%
14200080 520600 90025 Life Ins E	450	0	450	9.92	.00	440.08	2.2%
14200080 520600 98024 Life Ins E	0	0	0	2.48	.00	-2.48	100.0%
14200080 520700 90024 Health Ins	0	0	0	9,365.83	.00	-9,365.83	100.0%
14200080 520700 90025 Health Ins	48,000	0	48,000	1,945.00	.00	46,055.00	4.1%
14200080 520700 98024 Health Ins	0	0	0	688.50	.00	-688.50	100.0%
14200080 520800 90024 Dental Ins	0	0	0	133.90	.00	-133.90	100.0%
14200080 520800 90025 Dental Ins	2,000	0	2,000	46.72	.00	1,953.28	2.3%
14200080 520800 98024 Dental Ins	0	0	0	11.68	.00	-11.68	100.0%
14200080 521200 90024 Employer M	0	0	0	530.54	.00	-530.54	100.0%
14200080 521200 90025 Employer M	8,000	0	8,000	200.43	.00	7,799.57	2.5%
14200080 521200 98024 Employer M	0	0	0	37.89	.00	-37.89	100.0%
14200080 552400 90025 Inservice	15,000	0	15,000	.00	.00	15,000.00	.0%
TOTAL Special Education Program	859,450	0	859,450	77,098.53	.00	782,351.47	9.0%

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ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72230 Vocational Education Program							
14200090 535500 80025 Travel	2,500	0	2,500	.00	.00	2,500.00	.0%
14200090 552400 80025 Inservice	2,500	0	2,500	.00	275.00	2,225.00	11.0%
TOTAL Vocational Education Program	5,000	0	5,000	.00	275.00	4,725.00	5.5%

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ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72250 Technology							
14720280 512000 98024 Computer P	0	0	0	3,832.80	.00	-3,832.80	100.0%
14720280 520100 98024 Social Sec	0	0	0	216.88	.00	-216.88	100.0%
14720280 520400 98024 State Reti	0	0	0	264.46	.00	-264.46	100.0%
14720280 520600 98024 Life Ins E	0	0	0	4.86	.00	-4.86	100.0%
14720280 520700 98024 Health Ins	0	0	0	1,377.00	.00	-1,377.00	100.0%
14720280 520800 98024 Dental Ins	0	0	0	23.36	.00	-23.36	100.0%
14720280 521200 98024 Employer M	0	0	0	50.73	.00	-50.73	100.0%
TOTAL Technology	0	0	0	5,770.09	.00	-5,770.09	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72710 Transporation							
14200100 531300 90025 Contracts	4,000	0	4,000	.00	.00	4,000.00	.0%
14200100 531500 14025 Contracts	2,000	0	2,000	.00	.00	2,000.00	.0%
14200100 531500 90025 Contracts	130,000	0	130,000	.00	.00	130,000.00	.0%
TOTAL Transporation	136,000	0	136,000	.00	.00	136,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
99100 Transfer OUT							
14990030 550400 01025 IndirCost	2,500	0	2,500	.00	.00	2,500.00	.0%
14990030 550400 10025 IndirCost	30,900	0	30,900	.00	.00	30,900.00	.0%
14990030 550400 15025 IndirCost	1,000	0	1,000	.00	.00	1,000.00	.0%
14990030 550400 16025 IndirCost	1,000	0	1,000	.00	.00	1,000.00	.0%
14990030 550400 20025 IndirCost	6,000	0	6,000	.00	.00	6,000.00	.0%
14990030 550400 30025 IndirCost	500	0	500	.00	.00	500.00	.0%
14990030 550400 90025 IndirCost	30,000	0	30,000	.00	.00	30,000.00	.0%
TOTAL Transfer OUT	71,900	0	71,900	.00	.00	71,900.00	.0%
TOTAL Federal School	7,715,100	75,000	7,790,100	739,557.58	138,953.69	6,911,588.73	11.3%
TOTAL EXPENSES	7,715,100	75,000	7,790,100	739,557.58	138,953.69	6,911,588.73	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 143 Café			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
73100 Food Service									
14300020	510500	00000 Supervisor	77,500	1,000	78,500	5,754.40	.00	72,745.60	7.3%
14300020	511900	00000 Accountant	48,000	0	48,000	3,603.20	.00	44,396.80	7.5%
14300020	516500	00000 Cafeteria	2,725,000	10,000	2,735,000	55,697.00	.00	2,679,303.00	2.0%
14300020	520100	00000 Social Sec	172,000	0	172,000	3,772.54	.00	168,227.46	2.2%
14300020	520400	00000 State Reti	89,000	0	89,000	4,096.34	.00	84,903.66	4.6%
14300020	520600	00000 Life Ins E	1,600	0	1,600	86.82	.00	1,513.18	5.4%
14300020	520700	00000 Health Ins	308,500	0	308,500	12,561.00	.00	295,939.00	4.1%
14300020	520800	00000 Dental Ins	9,500	0	9,500	327.04	.00	9,172.96	3.4%
14300020	521200	00000 Employer M	41,000	0	41,000	904.34	.00	40,095.66	2.2%
14300020	532000	00000 Dues and M	9,000	0	9,000	55.00	4,945.00	4,000.00	55.6%
14300020	533000	00000 Lease Paym	27,600	0	27,600	26,389.00	5,000.00	-3,789.00	113.7%
14300020	533400	00000 Maintenanc	92,600	0	92,600	.00	85,000.00	7,600.00	91.8%
14300020	533600	00000 Maint. And	230,000	0	230,000	18,294.26	212,560.74	-855.00	100.4%
14300020	534900	00000 Printing S	2,000	0	2,000	.00	.00	2,000.00	.0%
14300020	535400	00000 TranspComm	30,000	0	30,000	.00	20,000.00	10,000.00	66.7%
14300020	535500	00000 Travel	3,000	0	3,000	.00	.00	3,000.00	.0%
14300020	536100	00000 Permits	2,000	0	2,000	1,680.00	.00	320.00	84.0%
14300020	539900	00000 Other Cont	60,000	40,000	100,000	545.00	.00	99,455.00	.5%
14300020	541000	00000 Custodial	60,000	0	60,000	.00	60,000.00	.00	100.0%
14300020	542100	00000 Food Prepa	200,000	0	200,000	.00	145,569.30	54,430.70	72.8%
14300020	542200	00000 Food Suppl	2,500,000	0	2,500,000	-3,625.59	1,135,000.00	1,368,625.59	45.3%
14300020	543500	00000 Office Sup	5,000	0	5,000	148.00	3,852.00	1,000.00	80.0%
14300020	545100	00000 Uniforms	5,000	0	5,000	.00	5,000.00	.00	100.0%
14300020	546900	00000 USDA-Commo	500,000	0	500,000	.00	.00	500,000.00	.0%
14300020	547100	00000 Computer S	8,000	0	8,000	4,140.00	1,050.00	2,810.00	64.9%
14300020	549900	00000 Other Supp	3,000	0	3,000	2,425.00	.00	575.00	80.8%
14300020	550400	00000 IndirCost	0	97,000	97,000	.00	.00	97,000.00	.0%
14300020	551300	00000 Workers Co	76,000	0	76,000	.00	.00	76,000.00	.0%
14300020	552400	00000 Inservice	30,000	0	30,000	573.00	1,430.60	27,996.40	6.7%
14300020	559900	00000 Other Char	1,000	0	1,000	115.02	.00	884.98	11.5%
14300020	570900	00000 Data Proce	5,000	0	5,000	.00	.00	5,000.00	.0%
14300020	571000	00000 Food Servi	315,000	-148,000	167,000	.00	.00	167,000.00	.0%
TOTAL Food Service			7,636,300	0	7,636,300	137,541.37	1,679,407.64	5,819,350.99	23.8%
TOTAL Café			7,636,300	0	7,636,300	137,541.37	1,679,407.64	5,819,350.99	23.8%
TOTAL EXPENSES			7,636,300	0	7,636,300	137,541.37	1,679,407.64	5,819,350.99	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 146 Ext Daycare	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
73300 Community Services							
14600020 510300 00000 Assistant	74,000	1,000	75,000	2,857.60	.00	72,142.40	3.8%
14600020 516600 00000 Custodial	45,000	-31,970	13,030	.00	.00	13,030.00	.0%
14600020 516900 00000 Part time	1,633,000	-5,000	1,628,000	209,877.97	.00	1,418,122.03	12.9%
14600020 520100 00000 Social Sec	108,000	0	108,000	12,918.82	.00	95,081.18	12.0%
14600020 520400 00000 State Reti	46,000	4,000	50,000	3,418.33	.00	46,581.67	6.8%
14600020 520600 00000 Life Ins E	800	0	800	55.04	.00	744.96	6.9%
14600020 520700 00000 Health Ins	201,000	0	201,000	14,307.22	.00	186,692.78	7.1%
14600020 520800 00000 Dental Ins	4,000	0	4,000	336.04	.00	3,663.96	8.4%
14600020 521200 00000 Employer M	25,200	0	25,200	3,023.20	.00	22,176.80	12.0%
14600020 531500 00000 Contracts	28,000	0	28,000	7,310.00	.00	20,690.00	26.1%
14600020 535500 00000 Travel	1,500	0	1,500	194.36	.00	1,305.64	13.0%
14600020 539900 00000 Other Cont	50,000	0	50,000	12,549.73	-7,186.41	44,636.68	10.7%
14600020 542200 00000 Food Suppl	85,000	0	85,000	2,570.84	26,149.66	56,279.50	33.8%
14600020 542900 00000 Instr Supp	17,000	0	17,000	881.10	9,027.30	7,091.60	58.3%
14600020 547100 00000 Computer S	3,000	0	3,000	.00	.00	3,000.00	.0%
14600020 549900 00000 Other Supp	15,000	0	15,000	.00	4,097.98	10,902.02	27.3%
14600020 550400 00000 IndirCost	0	31,970	31,970	.00	.00	31,970.00	.0%
14600020 551000 00000 Trustee Co	19,000	0	19,000	.00	.00	19,000.00	.0%
14600020 552400 00000 Inservice	1,500	0	1,500	.00	.00	1,500.00	.0%
14600020 559900 00000 Other Char	1,000	0	1,000	.00	.00	1,000.00	.0%
14600020 570900 00000 Data Proce	10,000	0	10,000	939.12	.00	9,060.88	9.4%
14600020 579000 00000 Other Equi	10,000	0	10,000	.00	.00	10,000.00	.0%
TOTAL Community Services	2,378,000	0	2,378,000	271,239.37	32,088.53	2,074,672.10	12.8%
TOTAL Ext Daycare	2,378,000	0	2,378,000	271,239.37	32,088.53	2,074,672.10	12.8%
TOTAL EXPENSES	2,378,000	0	2,378,000	271,239.37	32,088.53	2,074,672.10	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 151 Gen Debt Service	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
82110 Principal on Debt Gen Govt							
15100020 560100 00000 Principal	11,650,000	0	11,650,000	77,244.07	.00	11,572,755.93	.7%
TOTAL Principal on Debt Gen Govt	11,650,000	0	11,650,000	77,244.07	.00	11,572,755.93	.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 151 Gen Debt Service	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
82210 Interest on Debt Gen Govt							
15100040 560300 00000 Interest o	5,950,000	0	5,950,000	65,470.04	.00	5,884,529.96	1.1%
TOTAL Interest on Debt Gen Govt	5,950,000	0	5,950,000	65,470.04	.00	5,884,529.96	1.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 151 Gen Debt Service	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
82310 Other Debt Service Gen Govt							
15100060 532400 00000 Financial	50,000	0	50,000	.00	.00	50,000.00	.0%
15100060 533100 00000 Legal Svcs	50,000	0	50,000	.00	.00	50,000.00	.0%
15100060 551000 00000 Trustee Co	400,000	0	400,000	.00	.00	400,000.00	.0%
15100060 559900 00000 Other Char	30,000	0	30,000	990.33	.00	29,009.67	3.3%
TOTAL Other Debt Service Gen Govt	530,000	0	530,000	990.33	.00	529,009.67	.2%
TOTAL Gen Debt Service	18,130,000	0	18,130,000	143,704.44	.00	17,986,295.56	.8%
TOTAL EXPENSES	18,130,000	0	18,130,000	143,704.44	.00	17,986,295.56	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 176 Highway Capital	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
91200 Highway and Street Capital Pro							
17910010 539900 00000 Other Cont	0	0	0	600.00	-600.00	.00	.0%
17910010 570700 00000 Building I	0	365,036	365,036	.00	.00	365,036.17	.0%
17916020 571300 00000 Hwy Const	0	916,615	916,615	500.00	-500.00	916,615.00	.0%
17917030 571300 00000 Hwy Const	0	1,103,093	1,103,093	.00	.00	1,103,093.00	.0%
17917100 570600 00000 Building C	0	245,614	245,614	.00	.00	245,614.21	.0%
17918010 571300 00000 Hwy Const	0	1,750,906	1,750,906	.00	.00	1,750,906.00	.0%
17918040 571300 00000 Hwy Const	0	6,905	6,905	.00	.00	6,905.49	.0%
17918060 571300 00000 Hwy Const	0	40,036	40,036	.00	.00	40,036.00	.0%
TOTAL Highway and Street Capital Pro	0	4,428,206	4,428,206	1,100.00	-1,100.00	4,428,205.87	.0%
TOTAL Highway Capital	0	4,428,206	4,428,206	1,100.00	-1,100.00	4,428,205.87	.0%
TOTAL EXPENSES	0	4,428,206	4,428,206	1,100.00	-1,100.00	4,428,205.87	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 177 Education Capital	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
82330 Other Debt Service Education							
17820020 562000 00000 Ed Debt Sv	1,366,800	0	1,366,800	.00	.00	1,366,800.00	.0%
TOTAL Other Debt Service Education	1,366,800	0	1,366,800	.00	.00	1,366,800.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 177 Education Capital	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
91300 Education Capital Projects							
17700030 530400 00000 Architects	0	49,500	49,500	.00	.00	49,500.00	.0%
17700030 551000 00000 Trustee Co	185,000	0	185,000	.00	.00	185,000.00	.0%
17700030 570700 00000 Building I	0	5,479,000	5,479,000	.00	229,745.00	5,249,255.00	4.2%
17700030 579900 00000 Other Capi	0	0	0	2,470.20	-2,470.20	.00	.0%
TOTAL Education Capital Projects	185,000	5,528,500	5,713,500	2,470.20	227,274.80	5,483,755.00	4.0%
TOTAL Education Capital	1,551,800	5,528,500	7,080,300	2,470.20	227,274.80	6,850,555.00	3.2%
TOTAL EXPENSES	1,551,800	5,528,500	7,080,300	2,470.20	227,274.80	6,850,555.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 189 Gen Construction	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
91120 Administration of Justice Proj							
18900110 570900 00000 Data Proce	105,000	0	105,000	.00	.00	105,000.00	.0%
TOTAL Administration of Justice Proj	105,000	0	105,000	.00	.00	105,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 189 Gen Construction	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
91130 Public Safety Projects							
18900120 551000 00000 Trustee Co	65,000	0	65,000	.00	.00	65,000.00	.0%
18900120 570700 00000 Building I	0	265,320	265,320	.00	265,320.00	.00	100.0%
TOTAL Public Safety Projects	65,000	265,320	330,320	.00	265,320.00	65,000.00	80.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 189 Gen Construction	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
91190 Other General Government Proje							
18910030 579900 00000 Other Capi	0	120,123	120,123	.00	.00	120,122.74	.0%
18915020 572300 00000 RightofWay	0	272,465	272,465	.00	.00	272,464.58	.0%
18918060 579900 00000 Other Capi	0	781,602	781,602	.00	.00	781,602.18	.0%
TOTAL Other General Government Proje	0	1,174,190	1,174,190	.00	.00	1,174,189.50	.0%
TOTAL Gen Construction	170,000	1,439,510	1,609,510	.00	265,320.00	1,344,189.50	16.5%
TOTAL EXPENSES	170,000	1,439,510	1,609,510	.00	265,320.00	1,344,189.50	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 263 Gen Liability	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58900 Miscellaneous							
26300020 532500 00000 Fiscal Age	37,500	0	37,500	.00	.00	37,500.00	.0%
26300020 533100 00000 Legal Svcs	1,200	0	1,200	.00	.00	1,200.00	.0%
26300020 550200 00000 Building a	600,000	0	600,000	.00	.00	600,000.00	.0%
26300020 550600 00000 Liability	135,892	0	135,892	8,400.00	.00	127,492.00	6.2%
26300020 551600 00000 Self Insur	550,000	0	550,000	2,400.00	.00	547,600.00	.4%
26300020 559900 00000 Other Char	103,223	0	103,223	.00	.00	103,223.00	.0%
TOTAL Miscellaneous	1,427,815	0	1,427,815	10,800.00	.00	1,417,015.00	.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 263 Gen Liability	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
99100 Transfer OUT							
26300030 559000 00000 Transfers	99,000	0	99,000	.00	.00	99,000.00	.0%
TOTAL Transfer OUT	99,000	0	99,000	.00	.00	99,000.00	.0%
TOTAL Gen Liability	1,526,815	0	1,526,815	10,800.00	.00	1,516,015.00	.7%
TOTAL EXPENSES	1,526,815	0	1,526,815	10,800.00	.00	1,516,015.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 264 Health	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58600 Employee Benefits							
26400020 520700 00000 Health Ins	683,000	0	683,000	52,001.77	.00	630,998.23	7.6%
26400020 531200 00000 Contracts	551,000	0	551,000	45,860.27	.00	505,139.73	8.3%
26400020 532500 00000 Fiscal Age	1,850,000	0	1,850,000	163,548.45	.00	1,686,451.55	8.8%
26400020 550700 00000 Medical Cl	20,850,000	0	20,850,000	1,483,272.91	.00	19,366,727.09	7.1%
26400020 553000 00000 Fines and	12,000	0	12,000	11,511.50	.00	488.50	95.9%
26581020 532500 00000 Fiscal Age	105,000	0	105,000	16,859.34	.00	88,140.66	16.1%
26581020 550700 00000 Medical Cl	1,200,000	0	1,200,000	64,469.55	.00	1,135,530.45	5.4%
TOTAL Employee Benefits	25,251,000	0	25,251,000	1,837,523.79	.00	23,413,476.21	7.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 264 Health	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
99100 Transfer OUT							
26400030 559000 00000 Transfers	85,000	0	85,000	.00	.00	85,000.00	.0%
TOTAL Transfer OUT	85,000	0	85,000	.00	.00	85,000.00	.0%
TOTAL Health	25,336,000	0	25,336,000	1,837,523.79	.00	23,498,476.21	7.3%
TOTAL EXPENSES	25,336,000	0	25,336,000	1,837,523.79	.00	23,498,476.21	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 266 Workers Comp	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58600 Employee Benefits							
26600020 532500 00000 Fiscal Age	68,872	0	68,872	21,600.00	.00	47,272.00	31.4%
26600020 550700 00000 Medical Cl	632,920	0	632,920	-8,688.54	.00	641,608.54	-1.4%
26600020 551300 00000 Workers Co	226,128	0	226,128	.00	.00	226,128.00	.0%
TOTAL Employee Benefits	927,920	0	927,920	12,911.46	.00	915,008.54	1.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 266 Workers Comp	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
99100 Transfer OUT							
26600030 559000 00000 Transfers	99,000	0	99,000	.00	.00	99,000.00	.0%
TOTAL Transfer OUT	99,000	0	99,000	.00	.00	99,000.00	.0%
TOTAL Workers Comp	1,026,920	0	1,026,920	12,911.46	.00	1,014,008.54	1.3%
TOTAL EXPENSES	1,026,920	0	1,026,920	12,911.46	.00	1,014,008.54	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

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

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 351 City Sales Tax	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58700 Payments to Cities							
35100020 535800 00000 Remit of R	39,897,000	0	39,897,000	.00	.00	39,897,000.00	.0%
35100020 551000 00000 Trustee Co	403,000	0	403,000	.00	.00	403,000.00	.0%
TOTAL Payments to Cities	40,300,000	0	40,300,000	.00	.00	40,300,000.00	.0%
TOTAL City Sales Tax	40,300,000	0	40,300,000	.00	.00	40,300,000.00	.0%
TOTAL EXPENSES	40,300,000	0	40,300,000	.00	.00	40,300,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 355 City School-Alcoa	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58700 Payments to Cities							
35500020 535800 00000 Remit of R	12,500,000	0	12,500,000	.00	.00	12,500,000.00	.0%
35500020 551000 00000 Trustee Co	200,000	0	200,000	.00	.00	200,000.00	.0%
TOTAL Payments to Cities	12,700,000	0	12,700,000	.00	.00	12,700,000.00	.0%
TOTAL City School-Alcoa	12,700,000	0	12,700,000	.00	.00	12,700,000.00	.0%
TOTAL EXPENSES	12,700,000	0	12,700,000	.00	.00	12,700,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 356 City School-Maryville	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58700 Payments to Cities							
35600020 535800 00000 Remit of R	30,289,650	0	30,289,650	.00	.00	30,289,650.00	.0%
35600020 551000 00000 Trustee Co	500,000	0	500,000	.00	.00	500,000.00	.0%
TOTAL Payments to Cities	30,789,650	0	30,789,650	.00	.00	30,789,650.00	.0%
TOTAL City School-Maryville	30,789,650	0	30,789,650	.00	.00	30,789,650.00	.0%
TOTAL EXPENSES	30,789,650	0	30,789,650	.00	.00	30,789,650.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 363 5TH JDDTF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54150 Drug Enforcement							
36300030 518700 00000 Overtime	12,000	0	12,000	.00	.00	12,000.00	.0%
36300030 530500 00000 Audit Serv	2,000	0	2,000	1,798.00	.00	202.00	89.9%
36300030 530700 00000 Communicat	30,000	0	30,000	766.18	253.00	28,980.82	3.4%
36300030 531700 00000 Data Proce	27,500	-709	26,791	.00	-709.31	27,500.00	-2.6%
36300030 531900 00000 Drug Contr	60,000	0	60,000	.00	.00	60,000.00	.0%
36300030 532000 00000 Dues and M	1,820	0	1,820	.00	385.00	1,435.00	21.2%
36300030 532800 00000 Janitorial	4,800	0	4,800	400.00	4,400.00	.00	100.0%
36300030 533000 00000 Lease Paym	2,000	0	2,000	.00	.00	2,000.00	.0%
36300030 533300 00000 Licenses	1,000	0	1,000	13.00	.00	987.00	1.3%
36300030 533400 00000 Maintenanc	3,100	0	3,100	1,355.78	1,525.98	218.24	93.0%
36300030 533600 00000 Maint. And	1,500	0	1,500	.00	.00	1,500.00	.0%
36300030 533800 00000 Maint. And	4,000	0	4,000	.00	.00	4,000.00	.0%
36300030 534700 00000 Pest Contr	1,000	0	1,000	.00	900.00	100.00	90.0%
36300030 534800 00000 Postal Cha	500	0	500	.00	.00	500.00	.0%
36300030 534900 00000 Printing S	1,000	0	1,000	.00	119.58	880.42	12.0%
36300030 535100 00000 Rentals	240	0	240	.00	.00	240.00	.0%
36300030 535500 00000 Travel	19,500	0	19,500	-58.67	3,665.35	15,893.32	18.5%
36300030 535600 00000 Tuition	11,000	0	11,000	.00	4,880.00	6,120.00	44.4%
36300030 539900 00000 Other Cont	800	0	800	.00	.00	800.00	.0%
36300030 541000 00000 Custodial	1,500	0	1,500	.00	304.06	1,195.94	20.3%
36300030 543100 00000 Law Enforc	5,850	0	5,850	.00	372.84	5,477.16	6.4%
36300030 543500 00000 Office Sup	2,500	0	2,500	.00	1,273.10	1,226.90	50.9%
36300030 545000 00000 Tires and	3,500	0	3,500	.00	.00	3,500.00	.0%
36300030 545100 00000 Uniforms	500	0	500	.00	.00	500.00	.0%
36300030 545200 00000 Utilities	16,000	0	16,000	513.01	.00	15,486.99	3.2%
36300030 545300 00000 Vehicle Pa	1,000	0	1,000	.00	.00	1,000.00	.0%
36300030 550600 00000 Liability	5,000	0	5,000	.00	.00	5,000.00	.0%
36300030 550800 00000 Premiums C	600	0	600	.00	.00	600.00	.0%
36300030 551000 00000 Trustee Co	2,000	0	2,000	.00	.00	2,000.00	.0%
36300030 553600 00000 Hazardous	500	0	500	.00	.00	500.00	.0%
36300030 559900 00000 Other Char	1,500	0	1,500	58.67	121.97	1,319.36	12.0%
36300030 570900 00000 Data Proce	9,000	0	9,000	.00	.00	9,000.00	.0%
36300030 571100 00000 Furniture	2,000	0	2,000	.00	2,000.00	.00	100.0%
36300030 571600 00000 Law Enf Eq	21,000	0	21,000	4,613.00	3,540.00	12,847.00	38.8%
TOTAL Drug Enforcement	256,210	-709	255,501	9,458.97	23,031.57	223,010.15	12.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 363 5TH JDDTF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
91130 Public Safety Projects							
36300040 571800 00000 Motor Vehi	50,000	0	50,000	.00	.00	50,000.00	.0%
TOTAL Public Safety Projects	50,000	0	50,000	.00	.00	50,000.00	.0%
TOTAL 5TH JDDTF	306,210	-709	305,501	9,458.97	23,031.57	273,010.15	10.6%
TOTAL EXPENSES	306,210	-709	305,501	9,458.97	23,031.57	273,010.15	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 364 District Attorney General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53600 District Attorney General							
36400020 535500 00000 Travel	4,000	0	4,000	.00	.00	4,000.00	.0%
36400020 535600 00000 Tuition	8,000	0	8,000	.00	.00	8,000.00	.0%
36400020 551000 00000 Trustee Co	250	0	250	.00	.00	250.00	.0%
36400020 559900 00000 Other Char	5,000	0	5,000	.00	.00	5,000.00	.0%
36400020 570900 00000 Data Proce	3,750	0	3,750	.00	.00	3,750.00	.0%
36400020 571100 00000 Furniture	3,000	0	3,000	.00	.00	3,000.00	.0%
TOTAL District Attorney General	24,000	0	24,000	.00	.00	24,000.00	.0%
TOTAL District Attorney General	24,000	0	24,000	.00	.00	24,000.00	.0%
TOTAL EXPENSES	24,000	0	24,000	.00	.00	24,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 365 Other Agency Fund - Tourism	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
58110 Tourism							
36500020 531200 00000 Contracts	4,950,000	0	4,950,000	.00	.00	4,950,000.00	.0%
36500020 551000 00000 Trustee Co	50,000	0	50,000	.00	.00	50,000.00	.0%
TOTAL Tourism	5,000,000	0	5,000,000	.00	.00	5,000,000.00	.0%
TOTAL Other Agency Fund - Tourism	5,000,000	0	5,000,000	.00	.00	5,000,000.00	.0%
TOTAL EXPENSES	5,000,000	0	5,000,000	.00	.00	5,000,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	391,597,907	15,175,802	406,773,709	17,924,490.53	11,135,922.43	377,713,295.71	7.1%

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

Blount County, TN

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department									
10001050	421900	00000 Data Entry	-2,500	0	-2,500	.00	.00	-2,500.00	.0%
10001050	423203	00000 Gen Sess.	-960	0	-960	.00	.00	-960.00	.0%
10001050	424100	00000 Juv Fines	-1,250	0	-1,250	.00	.00	-1,250.00	.0%
10001050	424200	00000 JuvOfficer	-14,500	0	-14,500	.00	.00	-14,500.00	.0%
10001050	424910	00000 JuvCrtSecu	-370	0	-370	.00	.00	-370.00	.0%
10001050	455600	00000 Juv Court	-58,000	0	-58,000	.00	.00	-58,000.00	.0%
10001060	475900	00000 Other	-106,000	0	-106,000	.00	.00	-106,000.00	.0%
10005080	421420	00000 CirVeteran	-1,650	0	-1,650	.00	.00	-1,650.00	.0%
10005080	423420	00000 Vet Treatm	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
10005100	475900	00000 Other	-233,867	0	-233,867	.00	.00	-233,867.00	.0%
10005110	449900	00000 Other Loca	-3,500	0	-3,500	.00	.00	-3,500.00	.0%
10006020	469800	00000 Other St g	-84,600	0	-84,600	.00	.00	-84,599.55	.0%
10100010	401100	00000 Prop Tax	-45,683,200	0	-45,683,200	.00	.00	-45,683,200.00	.0%
10100010	401150	00000 Disc. Prop	900,000	0	900,000	.00	.00	900,000.00	.0%
10100010	401200	00000 PY Trustee	-520,000	0	-520,000	.00	.00	-520,000.00	.0%
10100010	401250	00000 Bankrup Tr	-50,000	0	-50,000	.00	.00	-50,000.00	.0%
10100010	401300	00000 PY C.M Col	-130,000	0	-130,000	.00	.00	-130,000.00	.0%
10100010	401400	00000 Interest P	-80,000	0	-80,000	.00	.00	-80,000.00	.0%
10100010	401630	00000 PLT other	-4,100,000	0	-4,100,000	.00	.00	-4,100,000.00	.0%
10100010	402200	00000 Hotel Mote	-1,700,000	0	-1,700,000	.00	.00	-1,700,000.00	.0%
10100010	402504	00000 L Tax Circ	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
10100010	402505	00000 L Tax Sess	-240,000	0	-240,000	.00	.00	-240,000.00	.0%
10100010	402507	00000 L Tax CM	-65,000	0	-65,000	.00	.00	-65,000.00	.0%
10100010	402681	00000 L Tax Cour	-135,000	0	-135,000	.00	.00	-135,000.00	.0%
10100010	402682	00000 L Tax Cour	-8,000	0	-8,000	.00	.00	-8,000.00	.0%
10100010	402700	00000 Bus. Tax	-1,200,000	0	-1,200,000	.00	.00	-1,200,000.00	.0%
10100010	402750	00000 Mixed Tax	-330,000	0	-330,000	.00	.00	-330,000.00	.0%
10100010	403200	00000 Bank Excis	-450,000	0	-450,000	.00	.00	-450,000.00	.0%
10100010	403300	00000 W Beer Tax	-450,000	0	-450,000	.00	.00	-450,000.00	.0%
10100010	411400	00000 Cable TV F	-600,000	0	-600,000	.00	.00	-600,000.00	.0%
10100010	415200	00000 Building P	-950,000	0	-950,000	-96,274.00	.00	-853,726.00	10.1%
10100010	415900	00000 Other Perm	-15,000	0	-15,000	-1,770.00	.00	-13,230.00	11.8%
10100010	421900	00000 Data Entry	-70,000	0	-70,000	.00	.00	-70,000.00	.0%
10100010	422101	00000 Criminal C	-1,200	0	-1,200	.00	.00	-1,200.00	.0%
10100010	422200	00000 Crim. Cour	-16,000	0	-16,000	.00	.00	-16,000.00	.0%
10100010	422920	00000 Data Entry	-5,500	0	-5,500	.00	.00	-5,500.00	.0%
10100010	423101	00000 Gen Sessio	-60,000	0	-60,000	.00	.00	-60,000.00	.0%
10100010	423105	00000 Gen Sess.	-19,000	0	-19,000	.00	.00	-19,000.00	.0%
10100010	423201	00000 Gen Sess.	-150,000	0	-150,000	.00	.00	-150,000.00	.0%
10100010	423203	00000 Gen Sess.	-17,000	0	-17,000	.00	.00	-17,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10100010 423300 00000 Gen Sess.	-50	0	-50	.00	.00	-50.00	.0%
10100010 423500 00000 Gen Sess.	-44,000	0	-44,000	.00	.00	-44,000.00	.0%
10100010 423601 00000 Gen Sess.	-52,000	0	-52,000	.00	.00	-52,000.00	.0%
10100010 423910 00000 Gen Sess.	-17,000	0	-17,000	.00	.00	-17,000.00	.0%
10100010 423920 00000 Gen Sess.	-39,000	0	-39,000	.00	.00	-39,000.00	.0%
10100010 424103 00000 J Court Fe	-500	0	-500	.00	.00	-500.00	.0%
10100010 425200 00000 Chancery o	-12,000	0	-12,000	.00	.00	-12,000.00	.0%
10100010 429900 00000 Rural Metr	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
10100010 431901 00000 Field Line	-240,000	0	-240,000	-16,235.00	.00	-223,765.00	6.8%
10100010 431902 00000 Records Fi	-8,500	0	-8,500	.00	.00	-8,500.00	.0%
10100010 431905 00000 Planning	-15,750	0	-15,750	.00	.00	-15,750.00	.0%
10100010 431906 00000 Subdivisio	-13,500	0	-13,500	-325.00	.00	-13,175.00	2.4%
10100010 433500 00000 Copy Fees	-4,000	0	-4,000	.00	.00	-4,000.00	.0%
10100010 433700 00000 Tele Commi	-150,000	0	-150,000	.00	.00	-150,000.00	.0%
10100010 433830 00000 Title&Reg	-144,000	0	-144,000	.00	.00	-144,000.00	.0%
10100010 433920 00000 Register D	-45,000	0	-45,000	.00	.00	-45,000.00	.0%
10100010 433930 00000 Probation	-300,000	0	-300,000	-24,442.00	.00	-275,558.00	8.1%
10100010 433950 00000 SexOffende	-29,000	0	-29,000	.00	.00	-29,000.00	.0%
10100010 433960 00000 Data Proc	-9,000	0	-9,000	.00	.00	-9,000.00	.0%
10100010 433961 00000 Data Proc	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
10100010 433990 00000 Electronic	-13,500	0	-13,500	.00	.00	-13,500.00	.0%
10100010 441100 00000 Investment	-1,900,000	0	-1,900,000	.00	.00	-1,900,000.00	.0%
10100010 441200 00000 Rental Rev	-15,000	0	-15,000	-1,657.03	.00	-13,342.97	11.0%
10100010 441300 00000 Sale of Ma	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
10100010 441400 00000 Sale of Ma	-100	0	-100	.00	.00	-100.00	.0%
10100010 441401 00000 Speciality	-100	0	-100	.00	.00	-100.00	.0%
10100010 441450 00000 RecylMatrl	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
10100010 441700 00000 Misc Payme	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
10100010 441701 00000 USBANK	-18,000	0	-18,000	.00	.00	-18,000.00	.0%
10100010 441702 00000 Lowes Reba	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
10100010 445300 00000 SaleofEqup	-500	0	-500	.00	.00	-500.00	.0%
10100010 445400 00000 SaleofProp	-500	0	-500	.00	.00	-500.00	.0%
10100010 445401 00000 SaleofVehc	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
10100010 445600 00000 DamagRecov	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
10100010 445700 00000 Contributi	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
10100010 449900 00000 Other Loca	-120,000	0	-120,000	-42.00	.00	-119,958.00	.0%
10100010 449901 00000 Copier Fee	-50	0	-50	.00	.00	-50.00	.0%
10100010 449902 00000 Animal She	-35,000	0	-35,000	-2,214.84	.00	-32,785.16	6.3%
10100010 449903 00000 Certificat	-50	0	-50	.00	.00	-50.00	.0%
10100010 449904 00000 GPS Monito	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
10100010 449905 00000 Circuit Co	-14,500	0	-14,500	.00	.00	-14,500.00	.0%
10100010 449906 00000 Gen Sessio	-12,500	0	-12,500	.00	.00	-12,500.00	.0%
10100010 449907 00000 Data Proce	-2,000	0	-2,000	-60.00	.00	-1,940.00	3.0%
10100010 455101 00000 Excess Fee	-1,800,000	0	-1,800,000	.00	.00	-1,800,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10100010 455102 00000 Excess Fee	-12,000	0	-12,000	.00	.00	-12,000.00	.0%
10100010 455201 00000 Excess Fee	-335,000	0	-335,000	.00	.00	-335,000.00	.0%
10100010 455401 00000 Excess Gen	-1,200,000	0	-1,200,000	.00	.00	-1,200,000.00	.0%
10100010 455501 00000 Excess Gen	-375,000	0	-375,000	.00	.00	-375,000.00	.0%
10100010 455801 00000 Excess Fee	-550,000	0	-550,000	.00	.00	-550,000.00	.0%
10100010 455802 00000 Excess Fee	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
10100010 455803 00000 Excess Fee	-150,000	0	-150,000	.00	.00	-150,000.00	.0%
10100010 455901 00000 Excess Fee	-63,000	0	-63,000	.00	.00	-63,000.00	.0%
10100010 456100 00000 Excess Fee	-3,500,000	0	-3,500,000	.00	.00	-3,500,000.00	.0%
10100010 461101 00000 Juvenile S	-9,000	0	-9,000	.00	.00	-9,000.00	.0%
10100010 462100 00000 Law Enforc	-9,500	0	-9,500	.00	.00	-9,500.00	.0%
10100010 462400 00000 SRO Grants	-1,575,000	0	-1,575,000	.00	.00	-1,575,000.00	.0%
10100010 462901 00000 EMIF Rev	-31,025	0	-31,025	.00	.00	-31,025.00	.0%
10100010 464300 00000 Litter Pro	-74,300	0	-74,300	.00	.00	-74,300.00	.0%
10100010 468300 00000 Beer tax	-18,000	0	-18,000	.00	.00	-18,000.00	.0%
10100010 468350 00000 Veh. Certi	-102,000	0	-102,000	.00	.00	-102,000.00	.0%
10100010 468400 00000 Beverage T	-270,000	0	-270,000	.00	.00	-270,000.00	.0%
10100010 468521 00000 TeleCommTx	-62,000	0	-62,000	.00	.00	-62,000.00	.0%
10100010 468550 00000 Sports Gam	-160,000	0	-160,000	.00	.00	-160,000.00	.0%
10100010 469150 00000 Prisoner B	-1,100,000	0	-1,100,000	.00	.00	-1,100,000.00	.0%
10100010 469600 00000 Reg Salary	-16,000	0	-16,000	.00	.00	-16,000.00	.0%
10100010 469900 00000 Other Stat	-175,000	0	-175,000	.00	.00	-175,000.00	.0%
10100010 469901 00000 Other Stat	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
10100010 469904 00000 Rev-OT-TBI	-50,000	0	-50,000	.00	.00	-50,000.00	.0%
10100010 471000 00000 Fed thr St	-35,000	0	-35,000	.00	.00	-35,000.00	.0%
10100010 475900 00000 Other	-450,000	0	-450,000	.00	.00	-450,000.00	.0%
10100010 477150 00000 Tax Credit	-685,000	0	-685,000	.00	.00	-685,000.00	.0%
10100010 479900 00000 Other	-1,645,000	0	-1,645,000	-400.00	.00	-1,644,600.00	.0%
10100010 481100 00000 Prisoner B	-60,000	0	-60,000	-360.00	.00	-59,640.00	.6%
10100010 481301 00000 COM Contri	-131,458	0	-131,458	.00	.00	-131,458.40	.0%
10100010 481303 00000 COA Contri	-121,381	0	-121,381	.00	.00	-121,380.83	.0%
10100010 481400 00000 Contracted	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
10100010 481401 00000 COM Contra	-42,000	0	-42,000	.00	.00	-42,000.00	.0%
10100010 481402 00000 City Elect	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
10100010 481403 00000 COA Contra	-17,500	0	-17,500	.00	.00	-17,500.00	.0%
10100010 481404 00000 Louisville	-12,500	0	-12,500	-12,500.00	.00	.00	100.0%
10100010 486100 00000 Donations	-25,000	0	-25,000	-1,494.38	.00	-23,505.62	6.0%
10100010 489900 00000 Other	0	-426,754	-426,754	.00	.00	-426,754.31	.0%
10100010 489901 00000 BCSO Train	-240,000	0	-240,000	.00	.00	-240,000.00	.0%
10100010 498000 00000 Transfer I	-548,432	0	-548,432	.00	.00	-548,432.00	.0%
10100040 402505 00000 L Tax Sess	-44,000	0	-44,000	.00	.00	-44,000.00	.0%
10100040 421410 00000 Drug Court	-22,000	0	-22,000	.00	.00	-22,000.00	.0%
10100040 421801 00000 DUI Circui	-1,250	0	-1,250	.00	.00	-1,250.00	.0%
10100040 423801 00000 Gen Sess.	-14,300	0	-14,300	.00	.00	-14,300.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 101 Gen County		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10100040 439908 00000	Recovery C	-8,800	0	-8,800	.00	.00	-8,800.00	.0%
10100040 449904 00000	GPS Monito	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
10100040 469800 00000	Other St g	-104,000	0	-104,000	.00	.00	-104,000.00	.0%
10100120 475900 00000	Other	-55,100	0	-55,100	.00	.00	-55,100.00	.0%
10100140 475900 00000	Other	-48,688	0	-48,688	.00	.00	-48,687.50	.0%
10100160 475900 00000	Other	-16,289	0	-16,289	.00	.00	-16,289.49	.0%
10100200 463100 00000	Health Gra	-1,394,325	0	-1,394,325	.00	.00	-1,394,324.98	.0%
10100220 486100 00000	Donations	-173,063	0	-173,063	-73,781.50	.00	-99,281.50	42.6%
10100260 421900 00000	Data Entry	-32,000	0	-32,000	.00	.00	-32,000.00	.0%
10100260 422200 00000	Crim. Cour	-6,000	0	-6,000	.00	.00	-6,000.00	.0%
10100260 423201 00000	Gen Sess.	-300,000	0	-300,000	.00	.00	-300,000.00	.0%
10100260 423203 00000	Gen Sess.	-19,300	0	-19,300	.00	.00	-19,300.00	.0%
10100260 423910 00000	Gen Sess.	-14	0	-14	.00	.00	-14.00	.0%
10100260 424200 00000	JuvOfficer	-73,000	0	-73,000	.00	.00	-73,000.00	.0%
10100260 424910 00000	JuvCrtSecu	-1,900	0	-1,900	.00	.00	-1,900.00	.0%
10100260 449906 00000	Gen Sessio	-50	0	-50	.00	.00	-50.00	.0%
10100260 455201 00000	Excess Fee	-41,000	0	-41,000	.00	.00	-41,000.00	.0%
10100260 455401 00000	Excess Gen	-390,000	0	-390,000	.00	.00	-390,000.00	.0%
10100260 455600 00000	Juv Court	-118,000	0	-118,000	.00	.00	-118,000.00	.0%
TOTAL No Department		-78,506,372	-426,754	-78,933,126	-231,555.75	.00	-78,701,570.31	.3%
TOTAL Gen County		-78,506,372	-426,754	-78,933,126	-231,555.75	.00	-78,701,570.31	.3%
TOTAL REVENUES		-78,506,372	-426,754	-78,933,126	-231,555.75	.00	-78,701,570.31	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 112 CH/Jail Maintenance	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
11200010 402605 00000 L Tax Spec	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
11200010 402661 00000 L Tax Spec	-165,500	0	-165,500	.00	.00	-165,500.00	.0%
11200010 402662 00000 L Tax Spec	-8,000	0	-8,000	.00	.00	-8,000.00	.0%
11200010 489900 00000 Other	-127,281	0	-127,281	.00	.00	-127,281.00	.0%
TOTAL No Department	-301,781	0	-301,781	.00	.00	-301,781.00	.0%
TOTAL CH/Jail Maintenance	-301,781	0	-301,781	.00	.00	-301,781.00	.0%
TOTAL REVENUES	-301,781	0	-301,781	.00	.00	-301,781.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 114 Law Library	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
11400010 402604 00000 L Tax Spec	-368	0	-368	.00	.00	-368.00	.0%
11400010 402605 00000 L Tax Spec	-6,800	0	-6,800	.00	.00	-6,800.00	.0%
11400010 402606 00000 L Tax Spec	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
11400010 402607 00000 L Tax Spec	-1,870	0	-1,870	.00	.00	-1,870.00	.0%
TOTAL No Department	-10,038	0	-10,038	.00	.00	-10,038.00	.0%
TOTAL Law Library	-10,038	0	-10,038	.00	.00	-10,038.00	.0%
TOTAL REVENUES	-10,038	0	-10,038	.00	.00	-10,038.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 115 Library	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
11500010 433500 00000 Copy Fees	-14,000	0	-14,000	-960.65	.00	-13,039.35	6.9%
11500010 433600 00000 Fines/Fees	-40,000	0	-40,000	-773.85	.00	-39,226.15	1.9%
11500010 441100 00000 Investment	-57,000	0	-57,000	.00	.00	-57,000.00	.0%
11500010 445700 00000 Contributi	-45,000	0	-45,000	.00	.00	-45,000.00	.0%
11500010 449904 00000 Resale	-1,180	0	-1,180	-39.15	.00	-1,140.85	3.3%
11500010 449908 00000 Cafe	-54,000	0	-54,000	-1,860.56	.00	-52,139.44	3.4%
11500010 449909 00000 Meet Rooms	-30,000	0	-30,000	-190.00	.00	-29,810.00	.6%
11500010 481401 00000 Maryville	-877,026	0	-877,026	.00	.00	-877,026.00	.0%
11500010 481403 00000 Alcoa	-264,118	0	-264,118	.00	.00	-264,117.80	.0%
11500010 486100 00000 Donations	0	0	0	-2.50	.00	2.50	100.0%
11500010 498002 00000 Transfers	-1,462,000	0	-1,462,000	.00	.00	-1,462,000.00	.0%
TOTAL No Department	-2,844,324	0	-2,844,324	-3,826.71	.00	-2,840,497.09	.1%
TOTAL Library	-2,844,324	0	-2,844,324	-3,826.71	.00	-2,840,497.09	.1%
TOTAL REVENUES	-2,844,324	0	-2,844,324	-3,826.71	.00	-2,840,497.09	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 122 Drug Control	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
12200010 421400 00000 Drug Contr	-1,650	0	-1,650	.00	.00	-1,650.00	.0%
12200010 423400 00000 Gen Sess.	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
12200010 429100 00000 Proceeds C	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
12200010 433700 00000 Tele Commi	-150,000	0	-150,000	.00	.00	-150,000.00	.0%
12200010 441100 00000 Investment	-100,000	0	-100,000	.00	.00	-100,000.00	.0%
TOTAL No Department	-262,650	0	-262,650	.00	.00	-262,650.00	.0%
TOTAL Drug Control	-262,650	0	-262,650	.00	.00	-262,650.00	.0%
TOTAL REVENUES	-262,650	0	-262,650	.00	.00	-262,650.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 127 Other Gen Govt Special Revenue	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
12000010 489900 00000 Other	-16,096,665	-3,031,347	-19,128,013	.00	.00	-19,128,012.62	.0%
TOTAL No Department	-16,096,665	-3,031,347	-19,128,013	.00	.00	-19,128,012.62	.0%
TOTAL Other Gen Govt Special Revenue	-16,096,665	-3,031,347	-19,128,013	.00	.00	-19,128,012.62	.0%
TOTAL REVENUES	-16,096,665	-3,031,347	-19,128,013	.00	.00	-19,128,012.62	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 131 Highway		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department								
13100010 401620 00000 PLT Local		-225,000	0	-225,000	.00	.00	-225,000.00	.0%
13100010 402100 00000 Local Sale		-6,980,000	0	-6,980,000	.00	.00	-6,980,000.00	.0%
13100010 402800 00000 Mineral Sv		-108,126	0	-108,126	.00	.00	-108,126.00	.0%
13100010 415900 00000 Other Perm		-194,124	0	-194,124	-32,350.70	.00	-161,773.30	16.7%
13100010 441100 00000 Investment		-90,000	0	-90,000	.00	.00	-90,000.00	.0%
13100010 441450 00000 RecylMatrl		0	0	0	-277.20	.00	277.20	100.0%
13100010 449900 00000 Other Loca		0	0	0	-41.02	.00	41.02	100.0%
13100010 469200 00000 Gas Fuel T		-3,873,574	0	-3,873,574	.00	.00	-3,873,574.00	.0%
13100010 469300 00000 Petroleum		-89,634	0	-89,634	.00	.00	-89,634.00	.0%
13100010 489900 00000 Other		0	-248,396	-248,396	.00	.00	-248,396.18	.0%
13100010 497000 00000 Ins Recove		0	0	0	-8,426.72	.00	8,426.72	100.0%
TOTAL No Department		-11,560,458	-248,396	-11,808,854	-41,095.64	.00	-11,767,758.54	.3%
TOTAL Highway		-11,560,458	-248,396	-11,808,854	-41,095.64	.00	-11,767,758.54	.3%
	TOTAL REVENUES	-11,560,458	-248,396	-11,808,854	-41,095.64	.00	-11,767,758.54	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 141 GPSF		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department								
14100010 401100 00000	Prop Tax	-20,812,700	0	-20,812,700	.00	.00	-20,812,700.00	.0%
14100010 401150 00000	Disc. Prop	368,000	0	368,000	.00	.00	368,000.00	.0%
14100010 401200 00000	PY Trustee	-300,000	0	-300,000	.00	.00	-300,000.00	.0%
14100010 401250 00000	Bankrup Tr	-130,000	0	-130,000	.00	.00	-130,000.00	.0%
14100010 401300 00000	PY C.M Col	-100,000	0	-100,000	.00	.00	-100,000.00	.0%
14100010 401400 00000	Interest P	-70,000	0	-70,000	.00	.00	-70,000.00	.0%
14100010 401610 00000	PLT TVA	-13,300	0	-13,300	-1,106.55	.00	-12,193.45	8.3%
14100010 401620 00000	PLT Local	-190,000	0	-190,000	.00	.00	-190,000.00	.0%
14100010 401630 00000	PLT other	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
14100010 402100 00000	Local Sale	-26,646,800	0	-26,646,800	.00	.00	-26,646,800.00	.0%
14100010 402700 00000	Bus. Tax	-740,000	0	-740,000	.00	.00	-740,000.00	.0%
14100010 402750 00000	Mixed Tax	-340,000	0	-340,000	.00	.00	-340,000.00	.0%
14100010 411100 00000	Marriage L	-5,500	0	-5,500	.00	.00	-5,500.00	.0%
14100010 435420 00000	Instr Svc	-50,000	0	-50,000	.00	.00	-50,000.00	.0%
14100010 439900 00000	Other Chg	-233,500	0	-233,500	-16,098.83	.00	-217,401.17	6.9%
14100010 441100 00000	Investment	-800,000	0	-800,000	.00	.00	-800,000.00	.0%
14100010 441200 00000	Rental Rev	-15,000	0	-15,000	-200.00	.00	-14,800.00	1.3%
14100010 441300 00000	Sale of Ma	0	0	0	-171.00	.00	171.00	100.0%
14100010 445300 00000	SaleofEqup	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
14100010 445401 00000	SaleofVehc	0	0	0	-4,870.00	.00	4,870.00	100.0%
14100010 445600 00000	DamagRecov	-6,000	0	-6,000	.00	.00	-6,000.00	.0%
14100010 445700 00000	Contributi	-25,000	0	-25,000	.00	.00	-25,000.00	.0%
14100010 449900 00000	Other Loca	-115,000	0	-115,000	-3,436.50	.00	-111,563.50	3.0%
14100010 465100 00000	TISA	-65,170,000	0	-65,170,000	-1,493,310.21	.00	-63,676,689.79	2.3%
14100010 465150 00000	Early Chil	-835,000	0	-835,000	-14,090.93	.00	-820,909.07	1.7%
14100010 466100 00000	Career Lad	-205,000	0	-205,000	-1,144.60	.00	-203,855.40	.6%
14100010 467900 00000	State-Voc	-3,177,200	0	-3,177,200	.00	.00	-3,177,200.00	.0%
14100010 468510 00000	Rev Sharin	-1,700,000	0	-1,700,000	.00	.00	-1,700,000.00	.0%
14100010 468521 00000	TeleCommTx	-45,000	0	-45,000	.00	.00	-45,000.00	.0%
14100010 469800 00000	Other St g	-1,800,000	0	-1,800,000	.00	.00	-1,800,000.00	.0%
14100010 471430 00000	Spec Ed	-150,000	0	-150,000	.00	.00	-150,000.00	.0%
14100010 476400 00000	ROTC	-140,000	0	-140,000	-4,991.69	.00	-135,008.31	3.6%
14100010 489900 00000	Other	-4,126,500	0	-4,126,500	.00	.00	-4,126,500.00	.0%
14100010 498001 00000	TransferIN	-100,000	0	-100,000	.00	.00	-100,000.00	.0%
TOTAL No Department		-127,718,500	0	-127,718,500	-1,539,420.31	.00	-126,179,079.69	1.2%
TOTAL GPSF		-127,718,500	0	-127,718,500	-1,539,420.31	.00	-126,179,079.69	1.2%
TOTAL REVENUES		-127,718,500	0	-127,718,500	-1,539,420.31	.00	-126,179,079.69	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 142 Federal School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
14200010 471310 80024 Voc Ed Gra	0	0	0	-4,646.15	.00	4,646.15	100.0%
14200010 471310 80025 Voc Ed Gra	-183,200	0	-183,200	.00	.00	-183,200.00	.0%
14200010 471410 01024 Title I Gr	0	0	0	-6,518.57	.00	6,518.57	100.0%
14200010 471410 01025 Title I Gr	-234,000	0	-234,000	.00	.00	-234,000.00	.0%
14200010 471410 10024 Title I Gr	0	0	0	-62,397.91	.00	62,397.91	100.0%
14200010 471410 10025 Title I Gr	-2,592,000	0	-2,592,000	.00	.00	-2,592,000.00	.0%
14200010 471410 14025 Title I Gr	-6,000	0	-6,000	.00	.00	-6,000.00	.0%
14200010 471410 15025 Title I Gr	-186,000	0	-186,000	.00	.00	-186,000.00	.0%
14200010 471410 16025 Title I Gr	-98,800	0	-98,800	.00	.00	-98,800.00	.0%
14200010 471410 17025 Title I Gr	0	-75,000	-75,000	.00	.00	-75,000.00	.0%
14200010 471430 90024 Spec Ed	0	0	0	-2,887.18	.00	2,887.18	100.0%
14200010 471430 90025 Spec Ed	-3,220,000	0	-3,220,000	.00	.00	-3,220,000.00	.0%
14200010 471430 90125 Spec Ed	-58,000	0	-58,000	.00	.00	-58,000.00	.0%
14200010 471430 91025 Spec Ed	-116,000	0	-116,000	.00	.00	-116,000.00	.0%
14200010 471460 30025 English La	-42,000	0	-42,000	.00	.00	-42,000.00	.0%
14200010 471890 20024 Prof Devel	0	0	0	-7,428.30	.00	7,428.30	100.0%
14200010 471890 20025 Prof Devel	-398,000	0	-398,000	.00	.00	-398,000.00	.0%
14200010 473090 98024 ESSER 3.0	0	0	0	-683,971.81	.00	683,971.81	100.0%
14200010 474010 98125 ARP	-371,000	0	-371,000	.00	.00	-371,000.00	.0%
14200010 474030 93025 ARP Home 2	-52,100	0	-52,100	.00	.00	-52,100.00	.0%
14200010 475906 81024 Voc Transi	0	0	0	-15,762.57	.00	15,762.57	100.0%
14200010 475906 81025 Voc Transi	-158,000	0	-158,000	.00	.00	-158,000.00	.0%
TOTAL No Department	-7,715,100	-75,000	-7,790,100	-783,612.49	.00	-7,006,487.51	10.1%
TOTAL Federal School	-7,715,100	-75,000	-7,790,100	-783,612.49	.00	-7,006,487.51	10.1%
TOTAL REVENUES	-7,715,100	-75,000	-7,790,100	-783,612.49	.00	-7,006,487.51	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 143 Café		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department								
14300010 435700 00000	Receipts f	-2,311,000	0	-2,311,000	-29.00	.00	-2,310,971.00	.0%
14300010 441100 00000	Investment	-160,000	0	-160,000	.00	.00	-160,000.00	.0%
14300010 441300 00000	Sale of Ma	0	0	0	-288.00	.00	288.00	100.0%
14300010 445300 00000	SaleofEqup	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
14300010 445700 00000	Contributi	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
14300010 465200 00000	School Foo	-49,000	0	-49,000	.00	.00	-49,000.00	.0%
14300010 471110 00000	USDA lunch	-2,451,750	0	-2,451,750	-37,385.22	.00	-2,414,364.78	1.5%
14300010 471120 00000	USDA Commo	-500,000	0	-500,000	.00	.00	-500,000.00	.0%
14300010 471130 00000	Breakfast	-924,000	0	-924,000	-21,651.63	.00	-902,348.37	2.3%
14300010 471140 00000	USDAOther	-250,000	0	-250,000	.00	.00	-250,000.00	.0%
14300010 489900 00000	Other	-979,550	0	-979,550	.00	.00	-979,550.00	.0%
TOTAL No Department		-7,636,300	0	-7,636,300	-59,353.85	.00	-7,576,946.15	.8%
TOTAL Café		-7,636,300	0	-7,636,300	-59,353.85	.00	-7,576,946.15	.8%
TOTAL REVENUES		-7,636,300	0	-7,636,300	-59,353.85	.00	-7,576,946.15	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 146 Ext Daycare	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
14600010 435810 00000 Community	-1,500,000	0	-1,500,000	-122,125.56	.00	-1,377,874.44	8.1%
14600010 441100 00000 Investment	-105,000	0	-105,000	.00	.00	-105,000.00	.0%
14600010 449901 00000 Copier Fee	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
14600010 465900 00000 Other Ed	-90,000	0	-90,000	.00	.00	-90,000.00	.0%
14600010 465901 00000 Childcare	-90,000	0	-90,000	-10,463.85	.00	-79,536.15	11.6%
14600010 489900 00000 Other	-592,000	0	-592,000	.00	.00	-592,000.00	.0%
TOTAL No Department	-2,378,000	0	-2,378,000	-132,589.41	.00	-2,245,410.59	5.6%
TOTAL Ext Daycare	-2,378,000	0	-2,378,000	-132,589.41	.00	-2,245,410.59	5.6%
TOTAL REVENUES	-2,378,000	0	-2,378,000	-132,589.41	.00	-2,245,410.59	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 151 Gen Debt Service	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
15100010 401100 00000 Prop Tax	-13,848,800	0	-13,848,800	.00	.00	-13,848,800.00	.0%
15100010 401150 00000 Disc. Prop	275,000	0	275,000	.00	.00	275,000.00	.0%
15100010 401200 00000 PY Trustee	-150,000	0	-150,000	.00	.00	-150,000.00	.0%
15100010 401250 00000 Bankrup Tr	-70,000	0	-70,000	.00	.00	-70,000.00	.0%
15100010 401300 00000 PY C.M Col	-80,000	0	-80,000	.00	.00	-80,000.00	.0%
15100010 401400 00000 Interest P	-35,000	0	-35,000	.00	.00	-35,000.00	.0%
15100010 401620 00000 PLT Local	-120,000	0	-120,000	.00	.00	-120,000.00	.0%
15100010 402100 00000 Local Sale	-2,200,000	0	-2,200,000	.00	.00	-2,200,000.00	.0%
15100010 402700 00000 Bus. Tax	-400,000	0	-400,000	.00	.00	-400,000.00	.0%
15100010 441100 00000 Investment	-1,118,000	0	-1,118,000	-5,590.41	.00	-1,112,409.59	.5%
15100010 445100 00000 Accr Int	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
15100010 468521 00000 TeleCommTx	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
15100010 498000 00000 Transfer I	-2,052,798	0	-2,052,798	.00	.00	-2,052,798.00	.0%
TOTAL No Department	-19,839,598	0	-19,839,598	-5,590.41	.00	-19,834,007.59	.0%
TOTAL Gen Debt Service	-19,839,598	0	-19,839,598	-5,590.41	.00	-19,834,007.59	.0%
TOTAL REVENUES	-19,839,598	0	-19,839,598	-5,590.41	.00	-19,834,007.59	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 176 Highway Capital	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
17000010 402100 00000 Local Sale	-1,500,000	0	-1,500,000	.00	.00	-1,500,000.00	.0%
17000010 489900 00000 Other	0	-4,428,206	-4,428,206	.00	.00	-4,428,205.87	.0%
17006020 475900 00000 Other	0	0	0	5,288.00	.00	-5,288.00	100.0%
TOTAL No Department	-1,500,000	-4,428,206	-5,928,206	5,288.00	.00	-5,933,493.87	-.1%
TOTAL Highway Capital	-1,500,000	-4,428,206	-5,928,206	5,288.00	.00	-5,933,493.87	-.1%
TOTAL REVENUES	-1,500,000	-4,428,206	-5,928,206	5,288.00	.00	-5,933,493.87	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 177 Education Capital	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
17700010 401100 00000 Prop Tax	-6,670,000	0	-6,670,000	.00	.00	-6,670,000.00	.0%
17700010 401150 00000 Disc. Prop	113,000	0	113,000	.00	.00	113,000.00	.0%
17700010 401200 00000 PY Trustee	-65,000	0	-65,000	.00	.00	-65,000.00	.0%
17700010 401250 00000 Bankrup Tr	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
17700010 401300 00000 PY C.M Col	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
17700010 401400 00000 Interest P	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
17700010 401620 00000 PLT Local	-43,200	0	-43,200	.00	.00	-43,200.00	.0%
17700010 401630 00000 PLT other	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
17700010 402700 00000 Bus. Tax	-195,000	0	-195,000	.00	.00	-195,000.00	.0%
17700010 403500 00000 Interstate	-9,000	0	-9,000	.00	.00	-9,000.00	.0%
17700010 441100 00000 Investment	-480,000	0	-480,000	.00	.00	-480,000.00	.0%
17700010 498001 00000 TransferIN	-1,366,800	0	-1,366,800	.00	.00	-1,366,800.00	.0%
TOTAL No Department	-8,798,000	0	-8,798,000	.00	.00	-8,798,000.00	.0%
TOTAL Education Capital	-8,798,000	0	-8,798,000	.00	.00	-8,798,000.00	.0%
TOTAL REVENUES	-8,798,000	0	-8,798,000	.00	.00	-8,798,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 189 Gen Construction	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
18005020 441100 00000 Invest Inc	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
18005040 441100 00000 Invest Inc	-2,500	0	-2,500	.00	.00	-2,500.00	.0%
18900010 401100 00000 Prop Tax	-1,982,400	0	-1,982,400	.00	.00	-1,982,400.00	.0%
18900010 401150 00000 Disc. Prop	-60,000	0	-60,000	.00	.00	-60,000.00	.0%
18900010 401200 00000 PY Trustee	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
18900010 401250 00000 Bankrup Tr	-6,000	0	-6,000	.00	.00	-6,000.00	.0%
18900010 401300 00000 PY C.M Col	-3,500	0	-3,500	.00	.00	-3,500.00	.0%
18900010 401400 00000 Interest P	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
18900010 401620 00000 PLT Local	-9,000	0	-9,000	.00	.00	-9,000.00	.0%
18900010 401630 00000 PLT other	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
18900010 402700 00000 Bus. Tax	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
18900010 441100 00000 Invest Inc	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
18900010 468521 00000 TeleCommTx	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
18900010 489900 00000 Other	0	-1,439,510	-1,439,510	.00	.00	-1,439,509.50	.0%
TOTAL No Department	-2,111,900	-1,439,510	-3,551,410	.00	.00	-3,551,409.50	.0%
TOTAL Gen Construction	-2,111,900	-1,439,510	-3,551,410	.00	.00	-3,551,409.50	.0%
TOTAL REVENUES	-2,111,900	-1,439,510	-3,551,410	.00	.00	-3,551,409.50	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 263 Gen Liability	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
26300010 431010 00000 Self Ins C	-1,532,834	0	-1,532,834	.00	.00	-1,532,834.00	.0%
26300010 441100 00000 Investment	-90,000	0	-90,000	.00	.00	-90,000.00	.0%
TOTAL No Department	-1,622,834	0	-1,622,834	.00	.00	-1,622,834.00	.0%
TOTAL Gen Liability	-1,622,834	0	-1,622,834	.00	.00	-1,622,834.00	.0%
TOTAL REVENUES	-1,622,834	0	-1,622,834	.00	.00	-1,622,834.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 264 Health	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
26001020 431010 00000 Self Ins C	-1,120,000	0	-1,120,000	-90,502.28	.00	-1,029,497.72	8.1%
26001020 441600 00000 Retiree Pm	-80,000	0	-80,000	.00	.00	-80,000.00	.0%
26001020 441610 00000 COBRA Pmts	-500	0	-500	.00	.00	-500.00	.0%
26400010 431010 00000 Self Ins C	-21,770,652	0	-21,770,652	-1,804,362.88	.00	-19,966,289.12	8.3%
26400010 441100 00000 Investment	-350,000	0	-350,000	.00	.00	-350,000.00	.0%
26400010 441600 00000 Retiree Pm	-1,995,000	0	-1,995,000	.00	.00	-1,995,000.00	.0%
26400010 441610 00000 COBRA Pmts	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
TOTAL No Department	-25,326,152	0	-25,326,152	-1,894,865.16	.00	-23,431,286.84	7.5%
TOTAL Health	-25,326,152	0	-25,326,152	-1,894,865.16	.00	-23,431,286.84	7.5%
TOTAL REVENUES	-25,326,152	0	-25,326,152	-1,894,865.16	.00	-23,431,286.84	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 266 Workers Comp	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
26600010 431010 00000 Self Ins C	-1,066,413	0	-1,066,413	.00	.00	-1,066,413.00	.0%
26600010 441100 00000 Investment	-100,000	0	-100,000	.00	.00	-100,000.00	.0%
TOTAL No Department	-1,166,413	0	-1,166,413	.00	.00	-1,166,413.00	.0%
TOTAL Workers Comp	-1,166,413	0	-1,166,413	.00	.00	-1,166,413.00	.0%
TOTAL REVENUES	-1,166,413	0	-1,166,413	.00	.00	-1,166,413.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 333 Private Purpose Trust	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
33000030 441100 00000 Invest Inc	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
TOTAL No Department	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
TOTAL Private Purpose Trust	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
TOTAL REVENUES	-30,000	0	-30,000	.00	.00	-30,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 336 Tax Trust Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
33600010 489900 00000 Other	-100,000	0	-100,000	-225.74	.00	-99,774.26	.2%
TOTAL No Department	-100,000	0	-100,000	-225.74	.00	-99,774.26	.2%
TOTAL Tax Trust Fund	-100,000	0	-100,000	-225.74	.00	-99,774.26	.2%
TOTAL REVENUES	-100,000	0	-100,000	-225.74	.00	-99,774.26	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 351 City Sales Tax	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
35100010 402101 00000 COM Local	-20,000,000	0	-20,000,000	.00	.00	-20,000,000.00	.0%
35100010 402103 00000 COA Local	-17,000,000	0	-17,000,000	.00	.00	-17,000,000.00	.0%
35100010 402105 00000 COF Local	-400,000	0	-400,000	.00	.00	-400,000.00	.0%
35100010 402106 00000 COR Local	-700,000	0	-700,000	.00	.00	-700,000.00	.0%
35100010 402107 00000 COT Local	-1,200,000	0	-1,200,000	.00	.00	-1,200,000.00	.0%
35100010 402108 00000 COL Local	-1,000,000	0	-1,000,000	.00	.00	-1,000,000.00	.0%
TOTAL No Department	-40,300,000	0	-40,300,000	.00	.00	-40,300,000.00	.0%
TOTAL City Sales Tax	-40,300,000	0	-40,300,000	.00	.00	-40,300,000.00	.0%
TOTAL REVENUES	-40,300,000	0	-40,300,000	.00	.00	-40,300,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 355 City School-Alcoa	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
35500010 401100 00000 Prop Tax	-6,000,000	0	-6,000,000	.00	.00	-6,000,000.00	.0%
35500010 401150 00000 Disc. Prop	100,000	0	100,000	.00	.00	100,000.00	.0%
35500010 401200 00000 PY Trustee	-80,000	0	-80,000	.00	.00	-80,000.00	.0%
35500010 401250 00000 Bankrup Tr	-25,000	0	-25,000	.00	.00	-25,000.00	.0%
35500010 401300 00000 PY C.M Col	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
35500010 401400 00000 Interest P	-16,000	0	-16,000	.00	.00	-16,000.00	.0%
35500010 401620 00000 PLT Local	-45,000	0	-45,000	.00	.00	-45,000.00	.0%
35500010 401630 00000 PLT other	-50,000	0	-50,000	.00	.00	-50,000.00	.0%
35500010 402100 00000 Local Sale	-6,000,000	0	-6,000,000	.00	.00	-6,000,000.00	.0%
35500010 402700 00000 Bus. Tax	-215,000	0	-215,000	.00	.00	-215,000.00	.0%
35500010 411100 00000 Marriage L	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
35500010 449900 00000 Other Loca	-150	0	-150	.00	.00	-150.00	.0%
35500010 468521 00000 TeleCommTx	-9,000	0	-9,000	.00	.00	-9,000.00	.0%
35500010 469900 00000 Other Stat	-200,000	0	-200,000	.00	.00	-200,000.00	.0%
TOTAL No Department	-12,571,650	0	-12,571,650	.00	.00	-12,571,650.00	.0%
TOTAL City School-Alcoa	-12,571,650	0	-12,571,650	.00	.00	-12,571,650.00	.0%
TOTAL REVENUES	-12,571,650	0	-12,571,650	.00	.00	-12,571,650.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 356 City School-Maryville	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
35600010 401100 00000 Prop Tax	-15,000,000	0	-15,000,000	.00	.00	-15,000,000.00	.0%
35600010 401150 00000 Disc. Prop	275,000	0	275,000	.00	.00	275,000.00	.0%
35600010 401200 00000 PY Trustee	-200,000	0	-200,000	.00	.00	-200,000.00	.0%
35600010 401250 00000 Bankrup Tr	-50,000	0	-50,000	.00	.00	-50,000.00	.0%
35600010 401300 00000 PY C.M Col	-80,000	0	-80,000	.00	.00	-80,000.00	.0%
35600010 401400 00000 Interest P	-38,000	0	-38,000	.00	.00	-38,000.00	.0%
35600010 401620 00000 PLT Local	-120,000	0	-120,000	.00	.00	-120,000.00	.0%
35600010 401630 00000 PLT other	-50,000	0	-50,000	.00	.00	-50,000.00	.0%
35600010 402100 00000 Local Sale	-15,000,000	0	-15,000,000	.00	.00	-15,000,000.00	.0%
35600010 402700 00000 Bus. Tax	-550,000	0	-550,000	.00	.00	-550,000.00	.0%
35600010 411100 00000 Marriage L	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
35600010 449900 00000 Other Loca	-300	0	-300	.00	.00	-300.00	.0%
35600010 468521 00000 TeleCommTx	-25,000	0	-25,000	.00	.00	-25,000.00	.0%
TOTAL No Department	-30,843,300	0	-30,843,300	.00	.00	-30,843,300.00	.0%
TOTAL City School-Maryville	-30,843,300	0	-30,843,300	.00	.00	-30,843,300.00	.0%
TOTAL REVENUES	-30,843,300	0	-30,843,300	.00	.00	-30,843,300.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 363 5TH JDDTF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
36300010 428100 00000 Judicial M	-500	0	-500	.00	.00	-500.00	.0%
36300010 428101 00000 Judicial G	-25,000	0	-25,000	.00	.00	-25,000.00	.0%
36300010 428102 00000 Judicial C	-50,000	0	-50,000	.00	.00	-50,000.00	.0%
36300010 428651 00000 Forfeiture	-78,760	0	-78,760	-6,451.00	.00	-72,309.00	8.2%
36300010 441100 00000 Investment	-37,000	0	-37,000	.00	.00	-37,000.00	.0%
36300010 441300 00000 Sale of Ma	-100	0	-100	.00	.00	-100.00	.0%
36300010 445401 00000 SaleofVehc	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
36300010 449904 00000 GPS Monito	-100	0	-100	-30.00	.00	-70.00	30.0%
36300010 481309 00000 5th Contri	-99,750	0	-99,750	-63,750.00	.00	-36,000.00	63.9%
TOTAL No Department	-306,210	0	-306,210	-70,231.00	.00	-235,979.00	22.9%
TOTAL 5TH JDDTF	-306,210	0	-306,210	-70,231.00	.00	-235,979.00	22.9%
TOTAL REVENUES	-306,210	0	-306,210	-70,231.00	.00	-235,979.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 364 District Attorney General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
36400010 423600 00000 Gen Sess.	-14,000	0	-14,000	.00	.00	-14,000.00	.0%
36400010 441100 00000 Investment	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
TOTAL No Department	-24,000	0	-24,000	.00	.00	-24,000.00	.0%
TOTAL District Attorney General	-24,000	0	-24,000	.00	.00	-24,000.00	.0%
TOTAL REVENUES	-24,000	0	-24,000	.00	.00	-24,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: 365 Other Agency Fund - Tourism	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00000 No Department							
36500010 402200 00000 Hotel Mote	-5,000,000	0	-5,000,000	.00	.00	-5,000,000.00	.0%
TOTAL No Department	-5,000,000	0	-5,000,000	.00	.00	-5,000,000.00	.0%
TOTAL Other Agency Fund - Tourism	-5,000,000	0	-5,000,000	.00	.00	-5,000,000.00	.0%
TOTAL REVENUES	-5,000,000	0	-5,000,000	.00	.00	-5,000,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-404,570,245	-9,649,213	-414,219,458	-4,757,078.47	.00	-409,462,379.56	1.1%

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

Name	Transaction Amount	Merchant Name
ANIMAL CONTROL Total	$287.74	
CIRCUIT COURT CLERK Total	$116.85	
CLERK MASTER Total	$32.86	
CO COMMISSION Total	$9.99	
COUNTY CLERK Total	$775.83	
DEVELOPMENT SRVCS Total	$435.00	
ELECTION Total	$115.65	
EMA Total	$913.43	
EXT SCH - MDLESETLMNT	$663.45	
EXT SCH - MONTVALE Total	$1,589.85	
EXT SCHOOL - CES Total	$96.40	
EXT SCHOOL - EES Total	$2,380.67	
EXT SCHOOL - FAIRVIEW Total	$1,106.20	
EXT SCHOOL - LANIER Total	$2,096.09	
EXT SCHOOL - MBES Total	$208.00	
EXT SCHOOL - PORTER Total	$582.78	
EXT SCHOOL - ROCKFORD	$596.84	
EXT SCHOOL - TOWNSEND	$1,157.20	
EXT SCHOOL - WALLAND Total	$743.00	
EXT SCHOOL - WBMS Total	$2,227.45	
GEN SERV - RISK MGMT Total	$110.00	
GEN SES JUDGE DIV III Total	$377.96	
HEALTH DEPT Total	$1,113.57	
HIGHWAY DEPARTMENT Total	$2,140.57	
HIGHWAY DEPT Total	$2,060.84	
HR-PAYROLL Total	$122.62	
INFO TECHNOLOGY Total	$136.24	
JARROD MILLSAPS Total	$1,591.00	
JUVENILE CRT SERVICES Total	$1,430.05	
PROPERTY ASSESSOR Total	$6,293.97	
PUBLIC LIBRARY Total	$272.61	
RECOVERY CRT Total	$107.54	
REG OF DEEDS Total	($1,005.99)	
SCHOOLS CNTRL OFFICE Total	$419.31	
SCHOOLS FEDERAL PRGM	$85.00	
SCHOOLS MAINT 1 Total	$317.99	
SCHOOLS MAINT 10 Total	$1,842.56	
SCHOOLS MAINT 11 Total	$1,865.54	
SCHOOLS MAINT 12 Total	$2,161.09	
SCHOOLS MAINT 13 Total	$632.57	
SCHOOLS MAINT 14 Total	$408.76	
SCHOOLS MAINT 15 Total	$1,360.23	
SCHOOLS MAINT 2 Total	$518.44	
SCHOOLS MAINT 4 Total	$3,209.36	
SCHOOLS MAINT 5 Total	$492.92	
SCHOOLS MAINT 6 Total	$516.71	
SCHOOLS MAINT 7 Total	$50.16	
SCHOOLS MAINT 8 Total	$2,893.19	
SCHOOLS MAINT 9 Total	$276.74	
SCHOOLS NUTRITION Total	$573.00	
SCHOOLS TECHNOLOGY Total	$609.10	
SHERIFF'S OFFICE Total	$12,887.21	
STEVEN CARDWELL Total	$150.00	
Grand Total	$62,156.14	

Name	Transaction Amount	Merchant Name
ANIMAL CONTROL	$94.71	LEES FAMOUS RECIPE CHI
ANIMAL CONTROL	$99.96	WM SUPERCENTER #672
ANIMAL CONTROL	$93.07	WAL-MART #0672
CIRCUIT COURT CLERK	($50.32)	WAL-MART #0672
CIRCUIT COURT CLERK	$45.85	WM SUPERCENTER #672
CIRCUIT COURT CLERK	$50.32	WAL-MART #0672
CIRCUIT COURT CLERK	$71.00	TXTSIGNAL.COM
CLERK MASTER	$32.86	LOWES #00638*
CO COMMISSION	$9.99	TN-NC NEWS SUBSCRIPTIO
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$26.35	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$46.06	SHIPPO.COM
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
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COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$26.35	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$25.11	SHIPPO.COM
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
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COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$34.85	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$22.74	SHIPPO.COM
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
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COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	($8.50)	USPS.COM CLICKNSHIP
COUNTY CLERK	$17.00	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$72.32	SHIPPO.COM
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$8.50	USPS.COM CLICKNSHIP
COUNTY CLERK	$19.70	USPS.COM CLICKNSHIP
DEVELOPMENT SRVCS	$300.00	PAYPAL *TNSA
DEVELOPMENT SRVCS	$135.00	INT'L CODE COUNCIL INC
ELECTION	$115.65	VISTAPRINT
EMA	$21.66	FOOD CITY #651
EMA	$400.00	LAMBERTS SOUTHERN PIES
EMA	$69.27	FOOTHILLS MILLING CAFE
EMA	$422.50	FOOTHILLS MILLING CAFE
EXT SCH - MDLESETLMNT	$36.95	DOLLAR GENERAL #15045
EXT SCH - MDLESETLMNT	$350.00	ROLL ARENA PARTY ZONE
EXT SCH - MDLESETLMNT	$10.95	DOLLAR GENERAL #15045
EXT SCH - MDLESETLMNT	$41.95	DOLLAR GENERAL #15045
EXT SCH - MDLESETLMNT	$223.60	CREST BOWLING LANES
EXT SCH - MONTVALE	$93.60	CREST BOWLING LANES
EXT SCH - MONTVALE	$1,496.25	ME-KNOXVILLE-MICROS
EXT SCHOOL - CES	$45.00	DOLLAR GENERAL #17719
EXT SCHOOL - CES	$51.40	DOLLAR GENERAL #17719
EXT SCHOOL - EES	$254.80	CREST BOWLING LANES
EXT SCHOOL - EES	$1,209.31	WONDERWORKS PIGEON FOR
EXT SCHOOL - EES	$450.00	SIR GOONYS
EXT SCHOOL - EES	$466.56	CHUCK E CHEESE 055
EXT SCHOOL - FAIRVIEW	$47.20	WAL-MART #4223
EXT SCHOOL - FAIRVIEW	$429.00	SEVIER AIR
EXT SCHOOL - FAIRVIEW	$630.00	ZSK*CE PIGEON FRESNOW
EXT SCHOOL - LANIER	$1,496.25	ME-KNOXVILLE-MICROS
EXT SCHOOL - LANIER	$500.00	ROLL ARENA PARTY ZONE
EXT SCHOOL - LANIER	$99.84	CREST BOWLING LANES
EXT SCHOOL - MBES	$208.00	CREST BOWLING LANES
EXT SCHOOL - PORTER	$563.28	WWW.XPERIAUPCLOSE.COM
EXT SCHOOL - PORTER	$19.50	DOLLAR GENERAL #13895
EXT SCHOOL - ROCKFORD	($58.75)	RIPLEY'S GAT AQ
EXT SCHOOL - ROCKFORD	$655.59	BEYOND THE LENS
EXT SCHOOL - TOWNSEND	$918.00	ZSK*CE PIGEON FRESNOW
EXT SCHOOL - TOWNSEND	$239.20	CREST BOWLING LANES
EXT SCHOOL - WALLAND	$400.00	RIPLEY'S GAT AQ
EXT SCHOOL - WALLAND	$343.00	SEVIER AIR
EXT SCHOOL - WBMS	$1,496.25	ME-KNOXVILLE-MICROS
EXT SCHOOL - WBMS	$648.00	ZSK*CE PIGEON FRESNOW
EXT SCHOOL - WBMS	$83.20	CREST BOWLING LANES
GEN SERV - RISK MGMT	$110.00	TENNESSEE RECREATION A
GEN SES JUDGE DIV III	$64.40	KROGER #862
GEN SES JUDGE DIV III	$30.31	WM SUPERCENTER #672
GEN SES JUDGE DIV III	$283.25	CVENT* 2024 FALL TENNE
HEALTH DEPT	$1,113.57	FUSION CLOUD SERVICES
HIGHWAY DEPARTMENT	($160.92)	HAMPTON INNS
HIGHWAY DEPARTMENT	$552.00	TST* HATCHERS ON TARGE
HIGHWAY DEPARTMENT	$0.99	APPLE.COM/BILL
HIGHWAY DEPARTMENT	$1,748.50	EMBASSY TAMPA DT FL CO
HIGHWAY DEPT	$21.11	MR. T S RAPID FLOW PRO

HIGHWAY DEPT	$0.99	APPLE.COM/BILL
HIGHWAY DEPT	$9.99	TN-NC NEWS SUBSCRIPTIO
HIGHWAY DEPT	$21.22	I3B*BLOUNT TN CLERK CT
HIGHWAY DEPT	$19.99	PUREMAGIC CARWASH OF A
HIGHWAY DEPT	$466.28	GFS STORE #1937
HIGHWAY DEPT	$39.99	PUREMAGIC CARWASH OF A
HIGHWAY DEPT	$116.99	GFS STORE #1937
HIGHWAY DEPT	$9.99	APPLE.COM/BILL
HIGHWAY DEPT	$36.65	MCDONALD'S F21687
HIGHWAY DEPT	$9.99	APPLE.COM/BILL
HIGHWAY DEPT	$10.96	APPLE.COM/BILL
HIGHWAY DEPT	$140.36	HOBBY LOBBY #282
HIGHWAY DEPT	$441.50	AIRGAS - SOUTH
HIGHWAY DEPT	$17.96	WAL-MART #0672
HIGHWAY DEPT	$294.53	BROADWAY OUTDOOR POWER
HIGHWAY DEPT	$89.10	MR. T S RAPID FLOW PRO
HIGHWAY DEPT	$100.98	BROADWAY OUTDOOR POWER
HIGHWAY DEPT	$57.80	MARYVILLE RURAL KING
HIGHWAY DEPT	$72.49	THE UPS STORE 6635
HIGHWAY DEPT	$81.97	HARBOR FREIGHT TOOLS29
HR-PAYROLL	$122.62	ACCURATE - USD
INFO TECHNOLOGY	$40.00	ZOOM.US 888-799-9666
INFO TECHNOLOGY	$51.56	PUBLIX #1779
INFO TECHNOLOGY	$44.68	AMAZON WEB SERVICES
JARROD MILLSAPS	$716.00	STONE HILL LODGE
JARROD MILLSAPS	$716.00	STONE HILL LODGE
JARROD MILLSAPS	$53.00	TENNESSEE SHERIFFS' AS
JARROD MILLSAPS	$53.00	TENNESSEE SHERIFFS' AS
JARROD MILLSAPS	$53.00	TENNESSEE SHERIFFS' AS
JUVENILE CRT SERVICES	$1,430.05	LOWES #00638*
PROPERTY ASSESSOR	$6,174.00	ESRI
PROPERTY ASSESSOR	$16.73	SPEEDWAY 07108 CLINTON
PROPERTY ASSESSOR	$51.62	RAY VARNER FORD
PROPERTY ASSESSOR	$51.62	RAY VARNER FORD
PUBLIC LIBRARY	$58.59	FOOD CITY #626
PUBLIC LIBRARY	$20.00	CANVA* I04194-55492317
PUBLIC LIBRARY	$20.00	CANVA* I04194-55684062
PUBLIC LIBRARY	$88.78	ALDI 70013
PUBLIC LIBRARY	$47.49	FOOD CITY #626
PUBLIC LIBRARY	$19.58	ALDI 70013
PUBLIC LIBRARY	$18.17	ALDI 70013
RECOVERY CRT	$35.75	EZ STOP FOOD MART 27
RECOVERY CRT	$23.05	EZ STOP FOOD MART 27
RECOVERY CRT	$48.74	EZ STOP FOOD MART 27
REG OF DEEDS	($1,005.99)	ODP BUS SOL LLC # 1006
SCHOOLS CNTRL OFFICE	$37.15	IDENTOGO - TN FINGE
SCHOOLS CNTRL OFFICE	$37.15	IDENTOGO - TN FINGE
SCHOOLS CNTRL OFFICE	$54.45	FOOD LION #1362
SCHOOLS CNTRL OFFICE	$37.15	IDENTOGO - TN FINGE
SCHOOLS CNTRL OFFICE	$53.62	WAL-MART #0672
SCHOOLS CNTRL OFFICE	$9.87	AUTOZONE #2057
SCHOOLS CNTRL OFFICE	$80.00	POKEYS ENGRAVING SHOP
SCHOOLS CNTRL OFFICE	$50.00	TENNESSEE DRUG & ALCOH
SCHOOLS CNTRL OFFICE	$59.92	KROGER #862
SCHOOLS FEDERAL PRGM	$85.00	NATIONAL COUNCIL OF SU
SCHOOLS MAINT 1	$158.11	WHOLESALE SUPPLY GROUP
SCHOOLS MAINT 1	$55.44	WHOLESALE SUPPLY GROUP
SCHOOLS MAINT 1	$104.44	WHOLESALE SUPPLY GROUP
SCHOOLS MAINT 10	$116.96	JIFFY LUBE #3888
SCHOOLS MAINT 10	$1,725.60	ROCKY TOP MATERIALS IN
SCHOOLS MAINT 11	$979.96	MARYVILLE RURAL KING
SCHOOLS MAINT 11	$276.36	BLEVINS PAINT CENTER,
SCHOOLS MAINT 11	$609.22	BLEVINS PAINT CENTER,

SCHOOLS MAINT 12	$513.37	THE HOME DEPOT #0724
SCHOOLS MAINT 12	($62.18)	BLEVINS PAINT CENTER,
SCHOOLS MAINT 12	$699.90	BLEVINS PAINT CENTER,
SCHOOLS MAINT 12	$61.20	BLEVINS PAINT CENTER,
SCHOOLS MAINT 12	$27.97	MARYVILLE RURAL KING
SCHOOLS MAINT 12	$113.01	BLEVINS PAINT CENTER,
SCHOOLS MAINT 12	$200.00	REAGAN STEEL CO INC
SCHOOLS MAINT 12	$459.26	VOLUNTEER WIRE ROPE &
SCHOOLS MAINT 12	$63.96	ANDERSON LUMBER
SCHOOLS MAINT 12	$84.60	FASTENAL COMPANY 01TNM
SCHOOLS MAINT 13	$632.57	MOTION INDUSTRIES INC.
SCHOOLS MAINT 14	$408.76	JOHNSTONE SUPPLY
SCHOOLS MAINT 15	$321.90	NTE 5552
SCHOOLS MAINT 15	$930.36	ANDERSON LUMBER
SCHOOLS MAINT 15	$107.97	JIFFY LUBE #3888
SCHOOLS MAINT 2	$80.22	WHOLESALE SUPPLY GROUP
SCHOOLS MAINT 2	$18.22	STEVENSON TIRE SERVICE
SCHOOLS MAINT 2	$380.00	THE KENDALL GROUP INC.
SCHOOLS MAINT 2	$40.00	L2G*ELEC_RES_PERMIT_TN
SCHOOLS MAINT 4	$21.54	AGCENTRAL FARMERS CO-O
SCHOOLS MAINT 4	$39.99	ANDERSON LUMBER
SCHOOLS MAINT 4	$124.97	TRACTOR-SUPPLY-CO #038
SCHOOLS MAINT 4	$239.96	TRACTOR-SUPPLY-CO #038
SCHOOLS MAINT 4	$158.25	J AND J QUALITY CAR CA
SCHOOLS MAINT 4	$338.99	TRACTOR-SUPPLY-CO #038
SCHOOLS MAINT 4	$92.95	BATTERIES + BULBS-#080
SCHOOLS MAINT 4	$839.98	AGCENTRAL FARMERS CO-O
SCHOOLS MAINT 4	$499.90	BROADWAY OUTDOOR POWER
SCHOOLS MAINT 4	$99.90	AGCENTRAL FARMERS CO-O
SCHOOLS MAINT 4	$58.98	BROADWAY OUTDOOR POWER
SCHOOLS MAINT 4	$359.94	TRACTOR-SUPPLY-CO #038
SCHOOLS MAINT 4	$172.05	BATTERIES + BULBS-#080
SCHOOLS MAINT 4	$59.99	JIFFY LUBE #3888
SCHOOLS MAINT 4	$101.97	BROADWAY OUTDOOR POWER
SCHOOLS MAINT 5	$92.92	COASTAL SUPPLY MARYVIL
SCHOOLS MAINT 5	$400.00	COASTAL SUPPLY KNOX
SCHOOLS MAINT 6	$90.50	WHOLESALE SUPPLY GROUP
SCHOOLS MAINT 6	$374.65	WHOLESALE SUPPLY GROUP
SCHOOLS MAINT 6	$14.40	WHOLESALE SUPPLY GROUP
SCHOOLS MAINT 6	$37.16	WHOLESALE SUPPLY GROUP
SCHOOLS MAINT 7	$50.16	BATTERIES + BULBS-#080
SCHOOLS MAINT 8	$590.22	COASTAL SUPPLY MARYVIL
SCHOOLS MAINT 8	$1,648.04	COASTAL SUPPLY KNOX
SCHOOLS MAINT 8	$257.65	SMOKY VIEW AUTO PARTS
SCHOOLS MAINT 8	$259.44	JOHNSTONE SUPPLY
SCHOOLS MAINT 8	$97.48	COASTAL SUPPLY MARYVIL
SCHOOLS MAINT 8	$40.36	COASTAL SUPPLY MARYVIL
SCHOOLS MAINT 9	$24.99	MARYVILLE RURAL KING
SCHOOLS MAINT 9	$251.75	TURNER INDUSTRIAL SUPP
SCHOOLS NUTRITION	$573.00	DOWNTOWN MARRIOTT
SCHOOLS TECHNOLOGY	$566.30	SMARTSIGN
SCHOOLS TECHNOLOGY	$42.80	DRI*STELLAR SOFTWARE
SHERIFF'S OFFICE	$189.99	HARBOR FREIGHT TOOLS29
SHERIFF'S OFFICE	$707.00	DICKENS TURF AND LANDS
SHERIFF'S OFFICE	$1,373.88	HOLIDAY INN HOTEL & SU
SHERIFF'S OFFICE	$900.00	UTMC CONT NURSING ED
SHERIFF'S OFFICE	$695.00	SIRCHIE ACQUISITION CO
SHERIFF'S OFFICE	$9.06	MSFT * E0100SNEVA
SHERIFF'S OFFICE	$640.65	TOWNPLACE SUITES COOKE
SHERIFF'S OFFICE	$1,259.39	HOLIDAY INN HOTEL & SU
SHERIFF'S OFFICE	$349.00	SBMC COURSE MANAGEMENT
SHERIFF'S OFFICE	$349.00	SBMC COURSE MANAGEMENT
SHERIFF'S OFFICE	$268.00	DMI* DELL K-12/GOVT

SHERIFF'S OFFICE	$900.00	L2G*TNCRIM ANNUALFE
SHERIFF'S OFFICE	$9.06	MICROSOFT G051309633
SHERIFF'S OFFICE	$215.50	ALLEGNT D9TQYQ
SHERIFF'S OFFICE	$651.90	LEXISNEXIS EPIC
SHERIFF'S OFFICE	$915.92	HOLIDAY INN HOTEL & SU
SHERIFF'S OFFICE	$143.68	MUSIC ROAD RESORT HOTE
SHERIFF'S OFFICE	$143.68	MUSIC ROAD RESORT HOTE
SHERIFF'S OFFICE	$143.68	MUSIC ROAD RESORT HOTE
SHERIFF'S OFFICE	$141.43	MUSIC ROAD RESORT HOTE
SHERIFF'S OFFICE	$141.43	MUSIC ROAD RESORT HOTE
SHERIFF'S OFFICE	$225.00	IAAI
SHERIFF'S OFFICE	$225.00	IAAI
SHERIFF'S OFFICE	$225.00	IAAI
SHERIFF'S OFFICE	$457.96	HOLIDAY INN HOTEL & SU
SHERIFF'S OFFICE	$489.00	SQ *NATIONAL TACTICAL
SHERIFF'S OFFICE	$559.00	SQ *NATIONAL TACTICAL
SHERIFF'S OFFICE	$559.00	SQ *NATIONAL TACTICAL
STEVEN CARDWELL	$150.00	STARLINK INTERNET
	$62,156.14	

Legislation Details (With Text)

File #:	24-173	**Version:**	1	**Name:**	
Type:	Report			**Status:**	Agenda Ready
File created:	7/11/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Blount County Highway Department's Employee Handbook. (INFORMATION ONLY)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Memo outlining changes to the BCHD Employee Handbook BCHD Employee Handbook				

Date	Ver.	Action By	Action	Result

Blount County Highway Department's Employee Handbook. (INFORMATION ONLY)

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Blount County
Highway Department
1227 McArthur Road
Maryville, TN 37804-5906
Phone: 865-982-4652

To: Jared Anderson

From: Chico C.E. Messer CCEM
Assistant Superintendent

Date: 7/11/2024

Subject: BCHD Handbook Changes

The Blount County Highway Department Handbook Supplement should not be included with the resolution for approval, but rather to the full Commission for information only.

Current Handbook:

Holidays

Blount County publishes a holiday schedule each year to be uniformly observed, unless otherwise determined by the Department Head/Elected Official to avoid interruption of a public service. Full-time, regular, and introductory employees who are not required to work on the holiday will receive their regular rate of pay for the day. If a holiday falls within an employee's scheduled vacation period, vacation time will not be charged for the holiday. Hours worked by non-exempt employees required to work the holiday will be added to the employee's holiday bank for later use.

A non-exempt employee must work the day before and the day after a holiday to be paid for the holiday unless prior approval for the absence was granted.

Part-time employees are not eligible to receive holiday pay.

Revised Handbook:

Holidays

Blount County publishes a holiday schedule each year to be uniformly observed, unless otherwise determined by the Department Head/Elected Official to avoid interruption of a public service. Full-time, regular, and introductory employees who are not required to work on the holiday will receive their regular rate of pay for the day. If a holiday falls within an employee's scheduled vacation period, vacation time will not be charged for the holiday. If it is determined necessary that any non-exempt employee is required to work the holiday, that employee will receive the four-hour call-in premium in accordance with the overtime policy, shall be paid overtime at one and one half their regular wage, and the holiday will be added to the employee's holiday bank for later use.

A non-exempt employee must work the day before and the day after a holiday to be paid for the holiday unless prior approval for the absence was granted.

Part-time employees are not eligible to receive holiday pay

Blount County Highway Department (BCHD) Employee Handbook

Blount County Government
Maryville, TN

Original Policy and Procedure Handbook Adopted October 1, 2023

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Introduction

We are pleased to introduce the original Blount County Highway Department (BCHD) handbook. This handbook has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibilities, and employee rights. This handbook is intended to be useful for all Blount County employees.

BCHD and Blount County Government are committed to providing a quality workplace for employees. It is our goal to:

- Provide management that is skilled, fair, and concerned about the welfare of our employees.
- Equitably compensate each employee in accordance with our classification and compensation plan.
- Fill vacancies or new positions, where appropriate, by transfer or promotion from within the County.
- Discuss willingly and frankly any problems, complaints, or questions regarding County personnel policies.
- Keep employees informed of any changes that may affect them or their families.

This handbook revokes and supersedes all prior handbooks, amendments, and any policy or communication related to the employee handbook.

This handbook was developed to provide general guidelines regarding BCHD policies and procedures for employees; however, this document does not contain promises to any employee regarding solutions to any particular situation. This document is a guide to assist employees in becoming familiar with the benefits and obligations of employment, including our policy of at-will employment. None of the guidelines in this handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or any specific type of work. These guidelines are subject to modification, amendment, or revocation by BCHD at any time, without advance notice.

It is the intention of Blount County Government to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State or Federal law will be changed to ensure compliance with the law.

Amendments to the handbook may be made periodically and communicated to all BCHD employees.

All questions pertaining to information found in this handbook should be referred to the Blount County Highway Superintendent or designee.

Policies for Employees of Elected Officials

Elected Officials have the jurisdiction to create, maintain, and administer additional personnel policies and procedures. In these instances, Elected Officials will provide the additional policies for their employees as required by T.C.A 5-23-103.

State and Federal Policies

Equal Employment Opportunity

Blount County maintains an equal employment opportunity policy and does not discriminate in hiring practices or terms and conditions of employment. All applicants and employees receive equal employment opportunities and all personnel decisions, actions, and conditions affecting employees, including, but not limited to hiring, assignment, transfer, promotion, and compensation, will be governed by the principles of equal opportunity.

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or discipline because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age, disability, veteran status, or any other category protected by law, shall be prohibited. The Human Resources Director has been designated as the Equal Employment Opportunity (EEO) Officer for-Blount County. The EEO Officer has overall responsibility for the implementation and monitoring of the County's Equal Employment Policy.

No Harassment

Blount County does not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race, color, sex (including same sex, sexual identity, or orientation), religion, age, national origin, handicap or disability, citizenship status, veteran status, political affiliation, retaliation for protected activity, or any other protected activity or category is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy may result in disciplinary action, up to and including immediate termination.

Employees with questions regarding what constitutes harassing behavior or what conduct is prohibited by this policy may discuss the questions with immediate supervisors. At a minimum, the term "harassment" as used in this policy includes:

•Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category;

•Offensive pictures, drawings, photographs, or other graphic conduct or communications, including e-mail, faxes, and copies pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category;

•Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved;

•Offensive physical conduct, including touching, regardless of the gender of the individuals involved;

•Threatening an employee for refusing to respond to requests for sexual favors, for reporting a violation of this policy, or for participating in an investigation conducted under this policy.

Supervisors and managers are subject to this policy and are prohibited from engaging in any form of harassing conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering (or refusing to enter) a personal relationship with the supervisor or manager. Such conduct is a direct violation of this policy.

Harassment of our employees in connection with their work by non-employees also may be a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to a member of management or the Human Resources Department.

Employees who believe that the No Harassment policy has been violated should promptly report the matter to their immediate supervisor, Department Head, or the Human Resources Department. Any actions believed to violate the No Harassment policy, no matter how slight the action may seem, should be reported.

Reported incidents will be investigated. Where appropriate, prompt disciplinary action, up to and including immediate termination, will be taken. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy, to the extent possible consistent with our investigation and applicable law.

Employees will not be penalized or retaliated against for reporting improper conduct, harassment, or other actions that are believed to violate this policy.

Blount County Government is serious about enforcing the No Harassment policy. Potential policy violations cannot be resolved unless reported. Employees are responsible for bringing concerns regarding possible policy violations to the attention of supervisors, managers, Department Heads, or the Human Resources Department so that appropriate action may be taken to address the concern.

Americans with Disabilities Act of 1990

It is the policy of Blount County Government that qualified individuals with disabilities will not be excluded from participation in or benefit from services, programs, or activities of the County. Blount County Government will not discriminate against a qualified individual with a disability in: the job application processes; the hiring, advancement, or termination of employment; employee compensation; job training; and other terms, conditions and privileges of employment. It is the intent of Blount County Government to comply with all applicable requirements of the Americans with Disabilities Act (ADA).

Reasonable Accommodations/Modified Job Duties

Blount County Government will reasonably accommodate persons with a disability. Such reasonable accommodations may include making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules, modifying equipment, or other similar accommodations. To assist employees who are or become disabled and those employees who suffer on-the-job injuries Blount County Government will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Consistent with this policy, Blount County Government may modify job duties to comply with medical requirements or restrictions. Other accommodations, such as a transfer to a vacant position for which the employee is qualified, may be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations which Blount County Government can reasonably make. When an accommodation would cause an "undue hardship" to the County or its employees, or that may threaten the safety of the requestor or others, the County would be unable to make that particular accommodation. Similarly, where placing an individual in a position, with or without accommodation, would create a direct threat to the employee or others, the County may be unable to place the employee in that particular position.

The Human Resources Department will engage in an interactive process with the supervisor and the requestor to determine if the workplace modification/accommodation will be granted or if an alternative modification/accommodation is appropriate.

Title VI of the Civil Rights Act of 1964

Blount County Government ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, or national origin.

Blount County Government also ensures compliance with Federal laws particularly applicable to language access included in Title VI of the Civil Rights Act of 1964, and the Title VI regulations, prohibiting discrimination based on national origin, and Executive Order 13166 issued in 2000 which applies to individuals who do not speak English, also referred to as limited English proficiency or LEP, as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled to language assistance with respect to a particular type or service, benefit, or encounter. Many individual federal programs, states, and localities also have provisions requiring language services for LEP individuals. An Executive Order is an order given by the President to federal agencies. The LEP Executive Order (Executive Order 13166) states that people who are LEP should have meaningful access to federally conducted and federally funded programs and activities.

Executive Order 13166 requires all agencies that provide federal financial assistance to issue guidance on how recipients of that assistance can take reasonable steps to provide meaningful access consistent with Title VI and the Title VI regulations.

To report any complaints or to receive additional information about Title VI, contact the Title VI Coordinator, Misty Guge, at 865-273-5780 or via email at mguge@blounttn.org.

HIPAA (Health Insurance Portability and Accountability Act)

Blount County Government complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and follows guidelines involving the protected health information of employees and dependents.

Grievance Procedures Pertaining to State and Federal Policies

Equal Employment Opportunity Grievances

Any employee who has a concern regarding discrimination should utilize the following procedure:

1. Employees unable to resolve matter(s) with supervisors, or employees who are uncomfortable addressing matter(s) with supervisors for any reason, should bring the concern to the attention of the Department Head. If the matter(s) is not resolved, address the situation with the Human Resources Director.

2. Employees unable to resolve matter(s) with supervisors, or employees who are uncomfortable addressing the matter with supervisors for any reason, should bring the concern to the attention of the Human Resources Director.

3. Issues may be resolved via a meeting with the Human Resources Director. Where an investigation is in order, one will be conducted. Employees will be advised of the results and proposed solution. The complaint, investigation and findings will become part of the investigation record, which will be maintained separately from personnel files.

4. Employees who are dissatisfied with the results or proposed solution via meeting with the Human Resources Director may request a meeting with the appropriate Department Head/Elected Official. The decision of the Elected Official will be final.

No employee will be retaliated against for using this procedure to bring a good faith concern to the attention of management. Of course, intentionally making a false complaint or otherwise misusing this procedure can subject the offender to discipline.

Harassment Reporting

Employees who believe that the No Harassment policy has been violated should promptly report the matter in writing to their immediate supervisor. If the matter involves supervisors or managers, immediately contact the Human Resources Director via email at jjohnson@blounttn.org. Incidents previously reported and not addressed satisfactorily, should be reported to the Human Resources Director or the Department Head, in writing. Any actions believed to violate the No Harassment policy, no matter how slight the action may seem, should be reported.

Reported incidents will be investigated. Where appropriate, prompt disciplinary action, up to and including immediate termination, will be taken. The County will protect the confidentiality of employees

making complaints about suspected violations of this or any other County policy, to the extent possible consistent with our investigation and applicable law.

Americans with Disabilities Request for Accommodations

Requests for reasonable accommodations due to a disability or on-the-job injury must be submitted in writing to the Human Resources Department. Requests for accommodations must be accompanied by the Request for Reasonable Accommodations form. Human Resources will contact employees requesting accommodations to discuss and investigate requests. Blount County Government will attempt, to the extent possible, to reasonably accommodate requests for accommodations.

Title VI Complaints

Blount County Government ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, or national origin.
Blount County Government also ensures compliance with Federal laws particularly applicable to language access included in Title VI of the Civil Rights Act of 1964, and the Title VI regulations, prohibiting discrimination based on national origin, and Executive Order 13166 issued in 2000 which applies to individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Any individual, group of individuals, or entity believing that discrimination prohibited by Title VI non-discrimination provisions may file a written complaint with Blount County Government's Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:

1. Complaint shall be in writing and signed by the complainant(s). Complaints must be submitted via email to the Title VI Coordinator, Misty Guge, HR Specialist, at mguge@blounttn.org.

2. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination or the date on which the conduct was discontinued or the latest instance of the conduct).

3. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the incident.

4. Allegations received by email and/or fax will be acknowledged and processed once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. The complainant is required to mail a signed original of the fax or email transmittal for Blount County to process.

5. Allegations received by telephone will be reduced to writing and provided to the complainant(s) for confirmation or revision before processing.

6. A complaint form will be forwarded to the complainant(s) to complete, sign, and return to Blount County Government for processing.

Upon receipt of the complaint, the Title VI Coordinator will determine the acceptability of the complaint and the need, if any, for additional information as well as investigate the merit of the complaint.

To be accepted the complaint must meet the following criteria:

1. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.

2. The allegation(s) must involve a covered basis such as race, color, or national origin.

3. The allegation(s) must involve a program or activity of Blount County Government.

A complaint may be dismissed for the following reasons:

1. The complainant requests withdrawal of the complaint.

2. The complainant fails to respond to repeated requests for additional information needed to process the complaint.

3. The complainant cannot be located after reasonable attempts.

After the complaint is accepted for investigation, the complainant and the respondent will be notified in writing of such determination within seven (7) calendar days.

Respondents will have the opportunity to respond to the allegations in writing within ten (10) calendar days of the date or written notice of acceptance of the complaint.

A final investigative report and a copy of the complaint will be held on file by the Title VI Coordinator. Complaints will be provided to the appropriate agency, if any.

All parties involved will be notified in writing of the results of the investigation upon its completion.

If the complainant is not satisfied with the results of the investigation, an appeal may be filed with the Title VI Coordinator, in writing, within ten (10) calendar days of receipt of the final decision. Complaints must be submitted via email to the Title VI Coordinator, Misty Guge, HR Specialist, at mguge@blounttn.org.

Limited English Proficiency Plan

For compliance with Title VI, offering the same services to persons with limited English proficiency is required. To ensure that Blount County Government is compliant with Title VI, we have partnered with Language Line Interpreting services. Language Line offers interpreting for over 240 different languages including American Sign Language.

To make our services available to the deaf and/or hearing impaired, video interpreting is available through Language Line. Instructions for adding the shortcut to your computers are attached.

Instructions for using the interpreting services via telephone are provided below.

Language Line Interpreter Services

Dial:	1-800-523-1786
Enter Client ID:	912713
Press:	1 for Spanish
	2 for all other Languages
	0 if you do not know the language needed

InSight Video Interpreting Services
Authentication Code: K8Y963PXPG

Documenting Your Call
Document the preferred language
Document the services offered/response from the customer
Document the Interpreter's name and ID number
Document the customer's understanding

Working with an Interpreter
At the beginning of the call, briefly tell the interpreter the nature of the call.
Speak directly to the Limited English Proficient individual, not the interpreter.
Pause at the end of a complete thought.
Note: To ensure accuracy, the interpreter may ask for clarification or repetition.

Use 3-Way Calling
Use the conference feature on the phone and dial the Language Line number.
Call the interpreter first, then call the Limited English Proficient individual.

Code of Ethics

BLOUNT COUNTY GOVERNMENT CODE OF ETHICS

Section 1. Definitions.

(1) "County" means Blount County, which includes all boards, committees, commissions, authorities, corporations, or other instrumentalities appointed or created by the county or an official of the county, and specifically including the county school board, the county election commission, and the county health department.

(2) "Officials and employees" mean and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the county.

(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

Section 2. Disclosure of personal interest in voting matters.

An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Section 3. Disclosure of personal interest in non-voting matters.

An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion, when possible, the interest on the attached disclosure form and file the disclosure form with the county clerk. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

Section 4. Acceptance of gifts and other things of value.

An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the county:

1) For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or

2) That a reasonable person would understand was intended to influence the vote, official action, or judgment of the official or employee in executing County business.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of county government officials or by an umbrella or affiliate organization of such statewide association of county government officials. It shall not be considered a violation of this policy for an official or employee to receive an occasional meal or other items of nominal value.

Section 5. Ethics Complaints.

Questions and complaints regarding violations of this Code of Ethics should be directed to the Human Resources Department. Complaints shall be in writing and signed by the person making the complaint and shall set forth in reasonable detail the facts upon which the complaint is based.

All complaints will be first referred to an Attorney hired by the County for the sole purpose of reviewing the complaints and advising on the complaint. The attorney will then respond in writing to the Human Resources Department the course of action to be taken, if any, for each complaint. The Human

Resources Department shall forward the findings to the Elected Official/Department Head overseeing the department whose employee is in question. In the case of an Elected Official, the findings shall be forwarded to the County Commission, if further action is warranted.

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

Section 6. Applicable State Laws.

In addition to the ethical principles set out in this Code of Ethics, state laws also provide a framework for the ethical behavior of county officials and employees in the performance of their duties. Officials and employees should familiarize themselves with the state laws applicable to their office or position and the performance of their duties.

Revised 4/17/2008

Revised 6/4/2008

Revised 6/18/2009

Ethical Conduct

It is the policy of Blount County Government to uphold, promote, and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all County employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their position or powers with the County for improper personal gain.

Employees are required to maintain the highest ethical standards in the conduct of duties. This also applies to non-work situations when you identify yourself as a County employee (i.e., wearing a County identification badge, distributing a County business card, wearing a County uniform, driving a County vehicle, using social media, etc.). To fulfill this requirement, the following will apply:

•Personal characteristics such as honesty, courtesy, dependability, and use of sound judgment are required for all employees in all classes of work in County government.

•There shall be no activity which conflicts with the interest of your official duties.

•You cannot use your position with the County for private interest.

•You must comply with the County's Code of Ethics Policy.

Any employee with knowledge of, or having witness to, any unethical behavior occurring within Blount County Government or any of its departments should report the behavior(s). Employees may report violations of the Ethical Conduct policy to the Human Resources Department without fear of retaliation. BCHD adheres to the Blount County Government.

Conflict of Interest

Employment with Blount County Government is a public trust. Employees must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to County activities that interferes or conflicts with the full discharge of duties. If the circumstances cause a reasonable person to believe that a conflict of interest exists, the conflict or potential conflict must be reported as required by the County's Code of Ethics Policy.

As required by ***2 CFR 200.318 (c)(1***), the following applies for all procurements funded in whole or in part with any federal funding source:

In addition to the prohibition against self-benefitting from a public contract under state law, no officer, employee, or agent of Blount County may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

a) The employee, officer, or agent involved in the selection, award, or administration of a contract;
b) Any member of his or her immediate family;
c) His or her partner; or
d) An organization which employs or is about to employ any of these parties.

Reporting a Conflict of Interest

a) Any officer, employee, or agent of Blount County with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor, or shall report to Human Resources if an Elected Official. A conflict-of-interest form must be completed and filed with the County Clerk's Office as required by the County's Code of Ethics Policy.
b) If federally funded, any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

For additional information on Conflicts of Interest, please refer to the Purchasing Department's Policy and Procedure Manual available at https://www.blounttn.org/165/Purchasing.

Gifts and Contributions

Employees may not solicit or accept, either directly or indirectly, for yourself or for any member of your household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee, or anything above a nominal monetary value from any person who:

- has, or is seeking to obtain, contractual or other business or financial relations with the department or agency of Blount County by which you are employed;
- conducts operations or activities that are regulated by the department of Blount County by which you are employed;
- has an interest that may be substantially affected by the performance or non-performance of your official duties.

In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Blount County Government are prohibited from accepting or soliciting gifts, gratuities, favors or anything of monetary value from contractors, supplies, or parties to subcontracts. Items valued at less than $50.00 per fiscal year, per vendor, and exceptions which fall into one of the following categories may be accepted:

a) Promotional items;
b) Honorariums for participation in meetings; or
c) Meals furnished at conferences or banquets.

***Any officer, employee or agent who knowingly accepts an item over $50 in value allowed under this policy shall report the item to his or her immediate supervisor, utilizing the form available at https://www.blounttn.org/1976/Management-Portal. The supervisor shall submit the completed form to the County Clerk.*

Violations of this policy will be subject to disciplinary action, up to and including immediate termination.

Fraud, Waste and Abuse

Blount County Government is committed to the responsible stewardship of its resources. Officials, agents, and employees are responsible for maintaining a work environment that promotes ethical and honest behavior. It is the responsibility of Blount County Government to establish and implement internal control systems and procedures to mitigate and detect irregularities, including fraud, waste and abuse. Employees at all levels should be aware of the risks and exposures inherent in their areas of responsibility, and shall establish and maintain proper internal controls to provide for the security and accountability of all resources entrusted to them. Pursuant ***to TCA 39-16-402, 4-35-107, 8-4-501, 8-19-501, and 8-50-116,*** Blount County Government has established procedures for reporting fraud, waste, and abuse as well as Internal Control systems to safeguard the County's resources. For more information regarding Blount County Government's internal control system, or to report fraud, waste or abuse, please visit https://www.blounttn.org/954/Accounting-Budgeting.

**Any official, agent or employee with knowledge of, or having witness to, any fraud, waste or abuse of any County resources shall report the instance. Instances of fraud, waste, or abuse can be reported without fear of retaliation. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy, to the extent possible consistent with our investigation and applicable law.*

Political Activity

Employees may join or affiliate with civic organizations of a partisan or a political nature and may attend political meetings. Employees may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of Tennessee and in accordance with the Constitution and the laws of the United States of America.

Employees MAY NOT:

- Engage in any political activity while on duty.

- Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
- Be required as a duty of employment or as a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes.
- Coerce or compel contributions for political or partisan purposes from another employee of the County.
- Use any supplies or equipment of the County for political or partisan purposes.

Secondary Employment

Employees shall not engage in any outside employment which adversely affects work performance or creates a conflict of interest. If an employee is engaged in other employment, the employee must notify the supervisor in writing stating the name of the secondary employer, the nature of work or business, specific duties, and hours worked per week. Supervisors will send a copy of these statements to the Human Resources Department for placement in personnel files. If the supervisor believes there may be a potential incompatibility between the outside employment and County employment for any reason, the supervisor will submit appropriate recommendations to the Human Resources Director. The final decision will be made jointly by the Human Resources Director and the Department Head/Elected Official. At all times, employees will give first priority to the fulfillment of the requirements of the Blount County position. County work schedules will not be adjusted to accommodate non-County work schedules.

Nepotism

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- Create a relationship whereby one immediate family member is within the chain of command of another;
- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For this policy, immediate family includes spouse, parent, child, step-child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of households.

Employees who become immediate family members may continue employment if it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the County to which one of the employees will transfer. If employees become immediate family members, Blount County Government will make reasonable efforts to assign job duties to minimize problems of supervision, safety, security, or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot decide, the County will decide in its sole discretion who will remain employed, if either.

This policy does not apply to "immediate family" who already are employed by Blount County as of the effective date of this policy; this waiver, however, may not be used as a basis for further exceptions after the effective date of this policy.

Policy effective date 12/2006

Personal Relationships

Romantic or sexual liaisons that develop among employees in the workplace may be potentially disruptive to County business. The County will intervene and discuss romantic or sexual relationships with involved employees. Remedial measures, up to and including transfer or immediate termination may be taken if the County decides such action is in its best interest.

Managers or supervisors are expressly prohibited from dating or becoming similarly involved with any employee within their sphere of responsibility. In the event the County becomes aware of such a relationship, the supervisor or manager will be subject to immediate termination.

BCHD Equipment

County equipment, materials, vehicles, and/or other resources assigned to employees shall be used with care and economy and shall be used only for BCHD-purposes. Waste or misuse of County resources may result in disciplinary action, up to and including termination.

BCHD Vehicle Use Policy

The purpose of this policy is to ensure that BCHD owned vehicles are operated in a safe manner and for their intended purposes only.

The term 'vehicle' shall apply to all passenger cars, light duty trucks, heavy duty trucks, emergency vehicles, construction equipment, or any other motorized/non-motorized rolling stock used by various BCHD employees in the course of their duties.

General Use

Only authorized BCHD-employees shall operate BCHD owned vehicles. Supervisors/Department Heads/Elected Officials must notify Human Resources and/or Payroll when a vehicle is issued to an employee for personal use (including commuting to and from work). Use of the vehicle is considered taxable income and must be reported.

Employees operating BCHD-owned vehicles must abide by all applicable motor vehicle laws.

Transporting non-BCHD personnel in a BCHD owned vehicle is prohibited except as follows:

- When required for legitimate County business.
- As provided in the personal use section of this policy.
- As part of a departmental ride-a-long program authorized by the Elected Official.
- In cases of extreme emergency where the employee has a reasonable belief that the life, safety, health, or physical welfare of a citizen would be immediately threatened.

Employees driving BCHD vehicles as a part of the job duties are required to maintain a valid Tennessee driver license with proper endorsements for the position.

Employees who are authorized to drive BCHD owned vehicles must report any motor vehicle violations that result in a citation to their supervisor as soon as possible. This includes violations that occur in their own vehicle and not on County time.

No employee shall carry any concealed weapon in a County vehicle at any time unless:

- They have been authorized to do so by the County Sheriff, or
- They have been authorized to do so by the County Mayor, or their department's Elected Official or Highway Superintendent.

No employees shall carry alcoholic beverages, contraband, or other illegal substances in County owned vehicles

Personal Use

Personal use of County owned vehicles is prohibited except for the following:

- Personnel whose duties primarily involve operation of BCHD owned vehicles at locations which make it inconvenient or inefficient to access their personal vehicles, may use their assigned BCHD owned vehicles for routine personal activities such as traveling to lunch, or other infrequent or incidental short term stops so long as this privilege does not significantly interfere with their assigned duties or otherwise become abused.

- In cases where there is no convenient means of transportation available, employees assigned take home vehicles may request permission from the County mayor, Department Head or Elected Official to transport members of their household to and from school, work, and other necessary destinations so long as it does not significantly impact the employee's duties, cost of operating the vehicle or significantly increase the County's exposure to liability.

- Employees who have been granted permission to use a County owned vehicle for out-of-town travel for County business, may allow members of their household to accompany them as passengers if they have properly obtained permission from their Department Head or Elected Official.

- Tobacco use in County owned vehicles is prohibited.

- Personal use (including commuting to and from work) of County owned vehicles is considered taxable income and must be reported.

BCHD reserves the right to monitor the usage of County-owned vehicles, with or without the knowledge or consent of the employee to whom the vehicle is assigned.

Accident Reporting

County employees who are operating a County owned vehicle and are involved in an accident must do the following:

- Ensure their personal safety and those involved in the accident to their best ability.
- Notify the law enforcement agency having jurisdiction in the location of the accident.
- Notify supervisor(s) of the accident as soon as reasonably possible.

Classification and Compensation

For additional information regarding classification and compensation, please refer to the Compensation Policies available at https://www.blounttn.gov/158/Human-Resources.

Introductory Period

All new employees will be considered on "introductory" status for the first six (6) months of employment. At the end of the regular introductory period, the Elected Official can elect *to remove the introductory status or extend the introductory period*. During the introductory period, the full- time employee will accrue sick days at the stated rate but will not be eligible for vacation days until successfully completing six (6) months of consecutive employment. Successful completion of an introductory period does not alter the employee's at-will status.

Employment Terms

- "Full-Time Regular Employee" is defined as an employee who works at least thirty (30) hours per week on a regular and continuous basis throughout the calendar year. The single word "employee" will be used to designate a full-time or regular employee on leave policies.
- "Part-Time Regular Employee" is defined as an employee who works twenty-nine (29) or fewer hours per week on a regular and continuous basis throughout the calendar year.
- "Temporary Employee" is defined as an employee who is engaged to work either full-time or part-time with the understanding that their employment will terminate upon the completion of a specific assignment. These employees may be "exempt" or "non-exempt" as defined below.
- "Exempt Employee" is defined as an employee who is not required to be paid overtime, or receive comp time in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek. Executive employees, professional employees, and certain employees in administrative positions are typically exempt. However, classification of a position as exempt is made on the basis of comparing actual job duties with criteria established by the Department of Labor.
- "Non-exempt Employee" is defined as an employee who is required to be paid overtime or receive comp time at time and one-half of their regular rate of pay, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek.
- "Intern" is defined as a student or trainee who works, with or without pay, at a trade or occupation in order to gain work experience.

Internships

BCHD periodically employs student interns for periods when they are not in school. The purpose of this policy is to outline responsibilities and to ensure interns have a productive stay with the BCHD.

Procedures

Authorization: Hiring managers who plan to add interns for specific assignments must provide the following information in writing to the Human Resources Department:

- hours of work
- duration of the expected work
- Pay rate, if applicable
- Completion of Internship Acknowledgement Form

Facilities department notification: The Hiring Manager will notify the Risk Management and IT Departments to coordinate access to the building(s) as well as work station(s), telephone, and Internet access prior to the intern's start date.

Department orientation: Each intern will be provided with an in-depth review of department functions and activities and the interaction of these activities with the work the student worker will be performing. The department review will be conducted by the department manager and team leads during the first week of employment.

Final report and out-processing: In the week in which an intern's assignment ends, the department manager will provide a final progress report to the educational institution the student attends. The department manager will also ensure the return of any County equipment including access badges or keys and return these items to Risk Management and notify Human Resources when the intern's assignment has ended.

Employment at-Will

Blount County Government is an at-will employer and as such there is no specific length or guarantee of continued employment. The employee or the County may terminate employment at-will, without cause or prior notice, at any time. None of the County's policies may be construed as creating a contract of employment or any other legal obligation, express or implied, and any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of Blount County.

Pay Periods

All employees are paid biweekly on every other Monday. Some pay dates may occur earlier due to holidays. In this instance, payroll checks will be issued the Friday before the holiday. All employees are paid in arrears, one week after the end of the pay period.

Job Titles and Pay Structure

For additional information regarding classification and compensation, please refer to the Compensation Policies available at https://www.blounttn.gov/158/Human-Resources or see the Human Resources Administrator at the BCHD.

Classification and Compensation

Overtime Compensation/Compensatory Time

A. Overtime/Compensatory Time: All eligible employees of the Blount County Highway Department shall be paid overtime at time and one half their regular wage for all hours over forty (40) in a workweek. An employee electing compensatory time will earn 1.5 hours for each hour over forty (40) in a workweek.

B. **Call-In**: Hourly employees will receive one four-hour call-in premium and be paid regular wages for the hours worked, up to 40 hours in a workweek, if called by a supervisor to respond to an emergency after normal business hours.

a. Example 1: An employee is called in on a Saturday three times within an eight-hour period, the employee is paid one (1) four-hour premium. If the employee is called in a fourth time eight hours after the original call, the employee is paid an additional four (4) hour premium.

b. Example 2: An employee is called in on a Saturday and works 9 hours continually as a result of the initial call-in, the employee is paid one (1) four-hour premium.

The Call-In Policy applies to all call-in situations including: storm damage, downed trees, snow, or any other reason the employee is called in by a supervisor.

An employee must select to receive overtime pay or accrue compensatory time. An employee cannot accrue more than 80 hours of compensatory time. Once an employee's accrued compensatory time falls below 80 hours, the employee will begin accruing compensatory time until the maximum of 80 hours is accrued. Any hours above 80 hours of compensatory time will be paid at the overtime rate

Working during Lunch Periods

A workday may not be shortened by "working through" or reducing the lunch period on a voluntary basis. Eliminating or reducing your lunch period requires prior approval from your immediate supervisor. Such approvals must be limited and will typically be for one day due to unusual or special circumstances. Working through the lunch period is not to be used as an on-going solution for scheduling issues.

Working Before/After Regular Hours

Employees may not voluntarily begin work early, work after hours, or extend the workday for the purpose of accumulating compensatory time. Prior approval from immediate supervisors is required for any adjustment to the work schedule. For all employees, the workweek is 40 hours totaling 80 hours in a bi-weekly per pay period.

General Personnel Policies

Attendance

All employees of BCHD are committed to providing the highest level of government services and functions to better serve the community. To accomplish this, prompt and regular attendance is required.

It is required to speak directly to the supervisor if an illness or injury that would prevent an employee from reporting to work at the scheduled time occurs. If the supervisor is unavailable, employees are required to speak directly to the next-level manager or director, or to the person designated by the

supervisor. Text messages are not considered an appropriate means of notification of an absence and will not be accepted as such.

All employees are expected to be in the workplace at the scheduled time the shift begins. Employees will work in accordance with their scheduled start and ending time and must not work alternate times without supervisor's authorization.

Failure to provide notification of an absence may result in removal from the payroll as having resigned without notice. Employees who resign under such circumstances may be deemed ineligible for rehire.

Work Hours and Time Records

The normal workweek consists of 40 hours. The Operations center is open from 8:00 am to 4:30 pm. However, the BCHD hours are from 6:30 AM until 4:30 PM. Some jobs may require other hours of service. In such cases, the immediate supervisor will inform employees of the scheduled work hours.

The County uses UKG as its time collection and time management tool. All employees will use UKG to record time worked and request time away from work. All employees are assigned a Kronos user ID and should set up a password to the system.

All hourly employees will utilize UKG for timekeeping purposes. Each employee should clock in at the beginning of each shift; and clock out at the end of the shift. It is important to ensure that all hours worked by non-exempt employees are accurately recorded.

Employees may not log in or out of UKG for another employee. It is the responsibility of each employee to report his/her time worked, or time off accurately and completely for each pay period. Employees cannot correct errors related to their timecard. If a correction is necessary, the employee must notify the supervisor to ask him/her to make the changes.

Employees should request time away from work through the Immediate supervisor or designee. The request will be approved/disapproved and submitted to the Office Administrator for record purposes in Kronos.

Any employee willfully falsifying a time record will be subject to immediate dismissal. A workday may not be shortened by "working through" or reducing the lunch period on a voluntary basis, nor may employees voluntarily begin work before or after regularly scheduled hours for the purpose of accumulating compensatory time. Every adjustment to the work schedule requires advance approval from supervisors.

Canvassing or Solicitation

Non-employees are not permitted to solicit verbally or by distribution of written material to Blount County employees or the general public for commercial purposes during work hours in work areas.

Solicitations by Blount County employees made to other Blount County employees are permitted only in non-work areas and during non-work hours.

Non-work areas include lobbies, hallways, elevators, stairs, sidewalks, parking areas, patios, lunchrooms, or other areas not regularly scheduled for work activities. Non-work hours include before and after scheduled work hours, lunch periods, and approved breaks.

Employees or outside charitable organizations who wish to solicit Blount County employees for charitable purposes or to schedule activities in Blount County offices, must submit a written request to the County Mayor. The request must be approved by the County Mayor.

Inclement Weather Policy

Due to the nature of our work at the Highway Department, all employees will report for duty during inclement weather as directed by the Highway Superintendent.

Telecommuting/Temporary Telecommuting

In the event of an emergency such as a weather disaster or pandemic, the Blount County Government may allow or require employees to work remotely temporarily to ensure continuity of County business. For more information regarding telecommuting, please contact the Human Resources Department.

Personnel Files

Tennessee law requires that "all state, County, and municipal records ... shall at all times, during business hours, be open for ... inspection by any citizen of Tennessee." The statute applies to personnel records and allows employees to review personnel files, as well as allowing any member of the public to do so. (Medical records are not part of the personnel file.)

There is, however, restricted access to certain types of employee information. The following records of government employees will not be open for inspection by members of the public:

- unpublished telephone numbers;
- bank account information;
- social security numbers;
- driver's license information - unless driving a vehicle is part of the employee's duties or incidental to the performance of the job;
- the same information about an employee's immediate family;
- any information relating to an employee’s disability status or requests for job-related accommodations due to a disability.

The personnel files are maintained in the Human Resources Department.

It is important that any change in personal information is reported promptly to the Human Resources Department. Other records, such as educational accomplishments, should also be reported as they are factors in consideration for future promotional opportunity. Be sure that the Human Resources Department always has:

- Correct address and contact numbers such as telephone, cellular phone, etc.;
- Marital status;
- Increases or decreases in number of dependents;
- Any change affecting Social Security records;
- Correct beneficiary information.

Performance Evaluations

Supervisors will conduct formal performance evaluations annually. Performance evaluations occur mid-year prior to July 1 and will include:

Job knowledge Interpersonal Skills
Customer Service Performance
Teamwork/Collaboration Outcome orientation
Communication Reliability

For supervisors:
Leads/Develops/Recognizes Staff
Job Knowledge/Accountability

Salary increases are available with approved funding by County Commission to those employees who receive an acceptable performance score of 3.0 or higher.

Bonus/Stipend Policy

From time to time and depending on the availability of funds and other factors, the BCHD may provide incentive compensation to certain employees. To be eligible for the bonus/ stipend payment, an employee must have completed the introductory period and be on the payroll at the time the bonus/stipend payment.

All bonus /stipend award recipients must meet the following general criteria:

- The employee's accomplishments exceed the normal standards/expectations for the job;
- The employee has fulfilled all normal job duties in addition to performing added duties to accomplish a special project or achieve a certain goal;
- The employee serves as a role model for others, displaying desirable characteristics such as outstanding customer service, positive attitude, team leadership, etc.;
- Length of service--A commitment to the County by their long-term service.

Decisions regarding the amount of a lump-sum bonus /stipend must be dependent upon the nature and complexity of the accomplishment(s) and the ability of the department to fund the payment. Managers should clearly communicate to the recognized employee(s) what outstanding achievement(s)s led to the bonus recognition. The payment will be taxed at the federal withholding rate established by the IRS, in addition to other required taxes. A letter of commendation will be placed in the personnel file of employee(s) receiving a bonus, recognizing the accomplishment(s) of the employee(s).

The Bonus/ Stipend Plan is provided at the discretion of BCHD. The fact and amount of any incentive compensation are within the sole and absolute discretion of the BCHD.

Promotions

When an employee is promoted as a result of a job change or job progression to a higher pay grade position, the salary placement within the new pay grade may be determined as follows:

•apply 5% on the salary of the previous grade/schedule and salary for promotions of one paygrade, and an additional 2.5% for each additional pay grade up to a maximum of 15%.

- The resulting pay will be no less than the minimum of the new pay grade and no less than a 5% salary increase, but not more than the maximum salary of the assigned pay grade. The effective date will be the day of approval.

Step placement or final salaries can be amended at the discretion of the Highway Superintendent.

Discipline Procedure

In cases where an employee displays inappropriate conduct or poor performance--and the circumstances do not warrant prompt dismissal from employment--BCHD generally employs a progressive discipline process. If the circumstances and seriousness of the offense dictate, an employee may be promptly terminated without implementing the progressive discipline procedure. Misconduct that involves dishonesty, violations of the law, violations of County policies or violations that involve serious risk to the BCHD operation or the safety or well-being of oneself or others is grounds for immediate termination of employment. The facts and circumstances of each case will determine what actions up to and including termination from employment is appropriate. ALL forms of discipline MUST be documented by the Supervisor/Department Head/Elected Official and provided to Human Resources for placement in the employee's file. This documentation must include time, date of the meeting with the employee, signatures of the employee and the Supervisor/Department Head/Elected Official, and where appropriate, the performance issue and a Performance Improvement Plan. Although the County typically prefers to utilize the steps below, the County reserves the right to employ any level of discipline that it considers appropriate under the circumstances.

- Verbal - The first step is often a verbal warning from the supervisor which identifies the issue and the corrective action needed from the employee. The supervisor documents this step by providing appropriate documentation to the Human Resources Director for review and placement in the employee's personnel file. The employee may submit a statement for the file, if desired.
- Written - The second step is often a written warning, which appropriately describes the issue and the corrective action needed. The written warning will be discussed with the employee, and a copy of the warning will be sent to the Human Resources Director for review and placement in the employee's file. The employee may submit a statement for the file, if desired.
- Adverse Action - If previous attempts at correction have not been successful, the County may take a form of adverse action such as suspension, demotion, or termination. Adverse actions must be approved in advance by the Department Head/Elected Official and/or Human Resources.

Personal Cell Phone Use

Personal phone calls or text messages during working hours distract employees from job responsibilities and may be disruptive to coworkers. Employees should limit the placing or receiving of personal phone calls during working hours to those required in emergency situations. Employees are expected to inform friends and family members of this policy and will be held accountable for their actions under the disciplinary procedure. Any information pertaining to work conducted from a personal device may be subject to subpoena or open records request(s).

Involuntary Separation of Employment

Employment with BCHD is employment "at-will" and, as such, can be terminated by either party at any time, with or without cause. Terminations of employment initiated by the County are considered involuntary. ALL involuntary terminations should be approved by the Human Resources Department and the Department Head/Elected Official prior to the termination of employment.

At the time of termination, employees will be advised regarding final pay as well as benefit termination and/or continuation. ALL County owned property must be returned at the time of separation. Such property includes keys, cellphones, laptops, identification cards, etc. Employees who are terminated involuntarily will NOT be paid for any earned but unused vacation.

ANY employee whose employment has been involuntarily terminated for cause (egregious offenses such as theft, ethics violations, etc.) will NOT be eligible for rehire by any department within Blount County Government.

Basic Work Rules

The BCHD has certain policies and rules to govern employee conduct and performance. The most important rule is to use "good sense" at all times. The BCHD has established some basic work rules that must not be violated. Violation of these or similar rules may result in discipline up to and including immediate termination.

Absenteeism or Tardiness: When an employee fails to report to work as scheduled, it makes it more difficult to serve our citizens. Each employee plays an important role in our operation, and his or her absence or tardiness places an unnecessary burden on fellow employees. Employees are expected to report to work on time as scheduled, to limit breaks to the time allowed, and to stay on the job until the end of his or her scheduled workday.

Breach of Confidence or Security: Because of the nature of our work, we cannot tolerate any breaches of our security measures or confidential relationships.

County Premises: Except for areas that are open to the public, employees are allowed on County premises only during scheduled work hours, unless otherwise authorized by supervisor(s).

Damage to Property: A tremendous investment has been made in our facilities and equipment to better serve our citizens and to make jobs easier. Deliberate, reckless, or careless damage to the County's property, or property of others, will not be tolerated. If appropriate, damage to property will be reported to law enforcement agencies.

Discourtesy or Disrespect: The BCHD expects all employees to be courteous, polite, and friendly to our citizens and others, and to fellow employees. No one should use profanity or show disrespect to a citizen or co-worker or engage in any activity which could harm our reputation.

Fighting, Threats, or Weapons: The BCHD does not allow fighting, threatening words or conduct, loud or abusive language, or any other actions that could injure a citizen, fellow employee, or member of the public, regardless of where such words or actions occur.

Fraud, Dishonesty or False Statements: No employee or applicant may falsify or make any misrepresentations on or about any application, resume, document establishing identity or work status, medical record, insurance form, invoice, paperwork, time sheet, timecard, or any other document. Observation of such violations must be reported to supervisors immediately.

Gambling: Employees may not engage in any form of gambling on County premises.

Harassment: The BCHD No Harassment Policy, set forth in detail in this Handbook, strictly prohibits harassment based on race, color, religion, sex, national origin, citizenship, age, handicap or disability, or any other category protected by law.

Injuries and Accidents: Every injury, no matter how slight, must be reported immediately to supervisors for first aid treatment or medical care. In the event of a job-related injury or accident, a provider must be chosen from the County's panel of physicians. The BCHD may require a doctor's release before returning to work.

Insubordination: All employees have duties to perform and everyone, including supervisors, must follow directions from someone. Employees must not refuse to follow the directions of a supervisor or member of management, unless the directions are unethical or a violation of policy. Unethical actions or requests and violations of policy must be reported to Human Resources. Employees witnessing unethical actions or being directed by their supervisor to carry out unethical actions or violations of policy may report those instances without fear of retaliation.

Leaving Early and Returning Late: Leaving early or returning late from breaks or lunch is prohibited. Leaving assigned work areas before quitting time to change clothes or make preparations to leave before the end of scheduled shifts is prohibited.

Misuse of Property: Employees may not misuse or use without authorization, any equipment, vehicle, or other property of customers, vendors, other employees, or the BCHD.

Poor Performance: The County expects all employees to make every effort to learn the assigned job and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject to immediate termination.

Shortages: Employees who handle cash as a part of assigned job duties will be held accountable and may be required to pay for all shortages. Employees who handle cash as a part of their job duties may also be disciplined for such shortages, up to and including immediate termination.

Sleeping or Inattention: To protect the safety of all employees and to properly serve our customers, employees must be fully alert while on the job. Sleeping or inattention on the job will not be tolerated.

Solicitation or Distribution: Solicitation by an employee of another employee during the working hours of either employee for any reason is prohibited. Distribution of advertising materials, handbills, or other literature is always prohibited in all working areas. Solicitation and distribution by non-employees is always prohibited on County premises.

Substance Abuse: Substance abuse will not be tolerated. Employees testing positive for the presence of drugs or alcohol may be subject to immediate termination. Possession, use, sale, manufacture, purchase or working under the influence of drugs, alcohol or other intoxicants will not be tolerated.

Theft: Stealing or attempting to steal County property, property belonging to others, or the theft of time through falsification of timecards is strictly prohibited. Any County property removed from the premises requires written permission in advance from supervisor(s).

Unlawful Activity: Employees should not engage in any unlawful or unethical activity, including, but not limited to activity either on County property, or off the job, since such activity can adversely affect the County's reputation and/or the employee's ability to effectively perform the duties of his or her position.

Unsafe Work Practices: Blount County Government is committed to providing a safe place to work. A safety program has been established to ensure everyone understands the importance of safety. This program requires all employees s to exercise good judgment and common sense during day-to-day work activities. Horseplay and practical jokes can cause accidents and injuries and, therefore, are prohibited.

Violation of these or similar rules may lead to discipline, up to and including immediate termination.

Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined or terminated. Any questions regarding these rules, or expectations of employees must be discussed with supervisor(s).

1. Whenever employees are working, are operating any Blount County Highway Department vehicle, are present on Blount County Highway Department premises or work sites, they are prohibited from:
   a. Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug or illegal drug paraphernalia
   b. Being under the influence of alcohol or an illegal drug as defined by this policy
   c. Possessing or consuming alcohol
2. The presence of any detectable amount of any illegal drug or controlled substance in an employee's body system, while performing Highway Department business or while in a Highway Department facility is prohibited.

3. The Blount County Highway Department will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist and present it to their immediate supervisor prior to working. Failure to do so could result in termination.

4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution**.**

Drug Testing

All Department employees who are operators performing safety-sensitive functions shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382. The Blount County Highway Department will randomly test employees for compliance with its drug and alcohol policy. "Random testing" means a method of selection of employees for testing, performed by an outside third party. The selection will result in an equal probability that any employee from a group of employees will be tested. Furthermore, Blount County Highway Department has no discretion to waive the selection of an employee selected by this random selection method.

Pre-employment Testing

All applicants are required to pass a drug test and a background check before receiving an offer of employment or beginning work. Refusal to submit to testing will result in disqualification from employment consideration.

Reasonable Suspicion Testing

All Employees are subject to testing based upon (but not limited to) observations by the supervision of apparent workplace use, possession or impartment. Tests shall be conducted when the Superintendent, a supervisor or a department official has reasonable suspicion that a covered employee is impaired. This reasonable suspicion should be based upon specific observations concerning the employee's appearance, behavior, speech or other related actions. Decisions of reasonable suspicion should be made by first hand observation.

The employee will be advised that there is reasonable suspicion to believe that they are affected by illegal drugs or alcohol and the employee is being asked to take this test to confirm or deny this suspicion. Under no circumstances should the employee be allowed to drive themselves to the testing facility. A supervisor should escort the employee to the testing facility. The supervisor will also make arrangements for the employee to be transported home after the test.

Post-Accident Testing

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Blount County Highway Department vehicle, machinery, equipment, or property and/or result in an injury to themselves or another employee or citizen. Testing should take place within 2 hours of the accident and the employees are not allowed to drive themselves to the testing facility.

Substances Covered by Drug/Alcohol Testing

Amphetamines, Barbiturates, Benzodiazepines, Opiates, Cannabinoids, Cocaine, Methadone, Methaqualone, Phencyclidine (PCP), Propoxyphene and chemical derivatives of these substances. This type of testing is commonly referred to as a 10-panel test. Employees must advise the testing lab

employees of all prescription drugs taken in the past month before the test, and be prepared to show proof of such prescription to testing personnel.

Testing Methods and Procedures

All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards established by the State of Tennessee and the Federal Government. Testing will be conducted on 2 urine samples provided by the employee to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the results. Employees will be considered to be engaged at work for the time spent in taking tests and will be compensated for such time at their regular rate. Blount County Government will pay for the cost of the testing, including the confirmation of any positive test result.

Refusal to Undergo Testing

Employees who refuse to submit to a test are subject to immediate discharge.

Positive Test

If an employee tests positive on an initial screening test, the employee will be suspended while the confirmation test is being conducted. On receipt of the confirmation of a positive test, the employee will be terminated.

Tobacco Use

Pursuant to the Non-Smoker Protection Act, Tennessee Code, smoking is prohibited on County property, including but not limited to, cafeteria, employee lounges, hallways, meeting rooms, offices, restrooms, and county vehicles. Any violation of this provision may result in disciplinary action, up to and including termination. There is to be no smoking anywhere inside the Highway Department facility or Highway Department vehicles.

Personal Appearance

BCHD employees will be required to wear OSHA certified Class 2 reflectives while working on the county roads during day and night work times. These will be provided by the department as well as shirts. It is department policy that the shirts, being used as a standard uniform, will not be altered in any way. Jeans, overalls or khakis and boots will be provided by the employee. We expect all employees to present a neat, well-groomed appearance and a courteous disposition. These qualities go further than any other factors in making a favorable impression on the public and fellow workers. Employees should avoid extremes in dress. Flashy, skimpy or revealing clothing is unacceptable. Employees should dress in a businesslike manner. Good personal hygiene is important to maintain our constituents' favorable opinion as well as showing respect for fellow employees. Accordingly, employees are expected to come to work in a clean condition.

Grooming Standards

- Hair should be neat, clean and trimmed;

- Hair length, style and color should be appropriate for the job;
- Facial hair (for males) should be clean and neatly trimmed;
- Jewelry should be appropriate for the work setting, convey a professional appearance and should not be excessive;
- Visible piercings should be limited to the ear;
- No other body piercings that are visible are allowed;
- Refrain from wearing perfumes or using lotions with a strong odor which could be offensive to coworkers;
- Visible tattoos should be covered during work hours.

Resignations

Employees choosing to resign any position should notify the immediate supervisor(s) or the Department Head in writing no less than ten (10) working days before the expected termination date. Failure to provide such a notice will be recorded in personnel files and may constitute ineligibility for re-hire. Employees resigning will NOT be paid for unused vacation/annual leave.

Retirements

Employees meeting the requirements for retirement from Blount County Government should notify the immediate supervisor(s) or the Department Head in writing with as much advance notice as possible for budgeting purposes. Employees retiring from service to Blount County may be paid for thirty days (30) days of accrued sick time and any accrued unused vacation days. Employees planning to retire must apply for retirement with TCRS online at https://mytcrs.tn.gov/DPAS.WebUI.Internet/Common/Pages/Login.aspx at least ninety (90) days prior to the planned retirement date. See *Employee Benefits* section for benefit eligibility after retirement.

Reduction in Force

A reduction in force is the release of an employee due to lack of funds, curtailment of work, or reorganization. If a reduction in force becomes necessary, the Elected Official will make decisions based on the needs of the Department(s) affected and the job knowledge, skill, work performance and seniority of the employees.

Safety

Blount County is concerned with employee health and safety while performing job tasks. Employees must observe all safety rules and report any unsafe activity to the Risk Management Department. Any workplace accidents, incidents, or injuries must be reported immediately to your direct supervisor and the Risk Management Department. If an employee is injured and unable to report the incident immediately, the report should occur as quickly as possible.

For additional information about any safety concern, please consult the Risk Management Department or the web site https://www.blounttn.org/283/Risk-Management.

Workplace Chemicals

Blount County Government maintains a Hazard Communication Program, including lists of all hazardous chemicals with which employees may work. The County also maintains copies of Material Safety Data Sheets (MSDSs) on each chemical. The MSDS explains procedures required to safely work with each chemical, as well as a written description of the Hazard Communication Program. Training will be provided before exposure to or working with a chemical declared "hazardous" by OSHA. Prior to working with chemicals, read container labels for instructions and/or safety requirements. Consult supervisors regarding MSDS requirements, including any safety equipment needed. Evaluate any unusual or non-routine task for chemical hazards. Report any safety issues or requirements to supervisors or managers, if necessary. Immediately notify supervisors of any chemical containers which are leaking or unlabeled. If uncertain regarding the disposal of a chemical, please consult supervisors or managers. When purchasing new chemicals, always obtain an MSDS and provide this information to supervisor(s) prior to use.

Garnishments and Levies

If a garnishment or similar proceedings are instituted against an employee, Blount County Government will deduct the required amount from the employee's paycheck.

Background Checks

All offers of employment at Blount County Government are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates.

- A background check will only be conducted on an applicant who has received a conditional offer of employment.
- Information sought in a background check will only be job-related.
- Information obtained during a background check will be kept confidential.
- Applicants must sign a written acknowledgement form granting the County permission to conduct a background check.

Types of background checks

- Criminal Background Checks –conducted on all applicants selected for employment.
- Vehicle Driving Records – Verified if job duties require driving a vehicle on County business.
- Credit History Checks – Conducted only if the primary job duties include handling money, finances or auditing.

Background investigations are conducted by a third-party vendor. The results are provided to the Human Resources Department for review, ensuring that the record of each candidate's background investigation is maintained in the personnel file.

Electronic Communications

This policy contains guidelines for the use, access, monitoring and disclosure of Electronic Communications created, sent, received, transmitted, or stored by employees using any County-provided communication system or equipment and employee-provided systems or equipment used either in the workplace or during working time. “Electronic Communications” include, among other things, messages, images, or any other information contained in e-mail, voice mail, fax machines,

computers, personal digital assistants, pagers, telephones, cellular and mobile phones, Intranet, or Internet. (In the remainder of this policy, all these communication devices are collectively referred to as "Systems.")

Acceptable Uses of Our Systems: Employees may use Systems to communicate internally with co-workers or externally with constituents, suppliers, vendors, advisors, and other business acquaintances for business purposes. The BCHD provides employees with access to Systems to facilitate these business communications and to enhance productivity.

Management's Right to Access Electronic Communications: All Electronic Communications contained in Systems are County records. Although each employee may have an individual password to access Systems, the Systems belong to Blount County and the contents of the Systems and Electronic Communications conducted on the Systems are accessible by the County at all times for any business purpose. The Systems will be subject to periodic unannounced inspections and should be treated like other shared filing systems. The contents of Systems will be monitored by and disclosed to the County without further notice to employees. Thus, employees should not assume that Electronic Communications are confidential or private. Back-up copies of Electronic Communications in Systems will be maintained and referenced.

Personal Use of Our Systems: The BCHD provides Systems to assist employees in the performance of their jobs. The County reserves the right and employees agree to permit the BCHD to use, access, monitor and disclose all Electronic Communications on Systems without regard to content. Because employees' personal communications and information can be accessed without advance notice, employees should not use Systems for communication or information that employees do not want discussed with or known to third parties. For example, employees should not use Systems for gossip; personal information about themselves or others; for forwarding messages under circumstances likely to embarrass themselves or others; or for emotional responses to business correspondence or work situations. Employees also should not use Systems for such purposes as soliciting for commercial ventures, religious or personal causes, outside organizations, or other similar, non-job-related situations.

Although incidental and occasional personal use of Systems not interfering or conflicting with the BCHD business is permitted, personal communications in Systems are treated as all other Electronic Communications, and will be used, accessed, monitored, and disclosed by the BCHD at any time without further notice.

Employees may not install any software on any BCHD -provided System or copy software from any County-provided System without the prior written permission of our Systems supervisor. Involving the Systems Supervisor ensures that the County can manage the software on its Systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law. The unauthorized copying or use of computer software exposes the BCHD and individual employees to substantial fines and/or imprisonment.

Forbidden Uses of Our Systems: Employees may not use Systems in a manner that violates the No Harassment Policy, Equal Employment Opportunity Policy, or other BCHD policies. Employees may not use Systems in any way that may be deemed insulting, disruptive, obscene, offensive, or harmful to morale. Examples of forbidden transmissions include, among other things, sexually explicit messages,

images, cartoons, or jokes; propositions; ethnic or racial slurs; or any other message or image that may be in violation of our No Harassment policy.

In addition, employees may not use Systems:

- to carry any defamatory, discriminatory, or obscene material;
- in a manner that violates the terms of any telecommunications license or any laws governing transborder data flow including but not limited to laws dealing with data collection, protection, privacy, confidentiality and security;
- in connection with any attempt to penetrate computer or network security of any County or other System, or to gain unauthorized access or attempted access to any other person's Electronic Communications Systems or equipment;
- in connection with any infringement of another person's intellectual property rights, including but not limited to copyrights;
- in connection with the violation or attempted violation of any law.

Electronic Forgery: Electronic forgery is defined as misrepresenting, disguising, or concealing a person's identity or another's identity in any way while using Electronic Communications; making changes to Electronic Communications without clearly indicating that such changes have been made and by whom; or using another person's account without prior written approval of the account owner and without identifying that the author is someone other than the account owner. Electronic forgery is not allowed for any purposes.

Intellectual Property Rights: Employees must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information, and inventions. Employees should not copy, use, or transfer proprietary materials of others without appropriate authorization. Downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. Software labeled as "freeware" or "shareware" may contain licensing restrictions that prohibit or limit the usage or commercialization of such items. If questions arise in this regard, contact the Systems Supervisor. The BCHD will cooperate with the copyright holder and legal officials in all copyright matters.

System Integrity, Security, and Encryption: All System passwords and encryption keys must be kept confidential at all times. Employees may not install password or encryption programs without the written permission of our Systems Supervisor. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees to gain access to the other employee's messages, information, or communications.

Consequences of Violations of the County's Electronic Communications Policy: Violations of this Policy may result in disciplinary action up to and including immediate termination of an employee's employment, as well as possible civil liabilities or criminal prosecution. Where the County deems it appropriate, legal officials or other appropriate third parties may be advised of any illegal violations. The County will cooperate in investigations conducted by legal officials or appropriate third parties. The County will not retaliate against employees reporting violations or assisting with investigations of possible violations of this policy.

Social Media

BCHD understands that social media can be a fun and rewarding way to share events and opinions with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees with responsible decision-making pertaining to the use of social media, the following guidelines have been established.
This policy applies to all employees.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to:

- Social Networking Sites (Facebook, LinkedIn, Instagram, etc.)
- Microblogging sites (Twitter, etc.)
- Video and Photo Sharing Websites/Applications (YouTube, Snapchat, TikTok, etc.)

The term social media refers to the use of the web-based and mobile technologies that create interactive dialogue from communications. Social Media substantially changes communication between organizations, communities, and individuals because it is easily accessible.

Ultimately, employees are solely responsible for online posts. Before creating online content, consider some of the risks that are involved. Keep in mind that any conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects citizens or BCHD legitimate interests may result in disciplinary action up to and including termination.

Whether or not employees participate in social media, it is the policy of BCHD employees who participate in commentary understand there are two levels of social media engagement:

- Official use - social media engagement on behalf of BCHD on sites where we have an official Web presence;
- Personal use - day-to-day use of social media sites by employees, not related to official duties. Employees must be mindful that while participating personally on social media sites personal posts are not representative of Blount County Government and must not presented as such. Finally, employees must be aware that misconduct committed on a social media site may result in appropriate discipline.

Personal use of social media during working hours is frowned upon. The detection of personal social media engagement during working hours may result in appropriate discipline. When using social media, whether on behalf of Blount County Government or on their own time, employees are bound by the Blount County Code of Ethics.

Workplace Violence Prevention

BCHD is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, BCHD has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. No one other than law enforcement officials in the course of their duties, may bring dangerous or hazardous devices of substance on the premises of BCHD.

Conduct that threatens, intimidates, or coerces another employee or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to immediate supervisor(s) or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

All suspicious individuals or activities must be reported as soon as possible to a supervisor. Employees should not place his-or-herself in danger. Employees seeing or hearing a commotion or disturbance in or around work areas should not try to intercede.

BCHD will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, the County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Blount County Government encourages employees to bring disputes or differences with other employees to the attention of supervisor(s) or the Human Resources Department before the situation escalates into potential violence. Blount County is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns in a proper manner.

Workers' Compensation

Any employee sustaining an injury or an illness during the course and scope of his or her employment which is determined to be compensable under the provisions of the Workers' Compensation Law shall be entitled to receive Workers' Compensation leave after the seven (7) day waiting period. This leave shall not be counted against any accrued sick leave that the employee has accumulated. The employee is not permitted to substitute any other paid leave. Benefits that are receivable by the employee will be determined by the provisions of the Workers' Compensation Law.

Leave Policies

Annual Leave / Vacation

Upon retirement, employees will be paid for the balance of their unused vacation/annual leave. Employees who resign voluntarily will not be paid for unused vacation/annual leave.

BCHD offers eligible employees vacation/annual leave with pay. Employees are encouraged to schedule sufficient time off for relaxation to promote employee wellness. An employee may use this leave for any purpose he or she wishes, including vacations, unpaid holidays, volunteerism, or personal pursuits. These absences should be scheduled in advance with supervisory approval.

All regular, full-time employees are eligible for vacation/annual leave after 6 months of consecutive employment (introductory period).

Annual Leave / Vacation

Upon retirement, employees will be paid for the balance of their unused vacation/annual leave. Employees who resign voluntarily will not be paid for unused vacation/annual leave.

All regular, full-time employees are eligible for vacation/annual leave after 6 months of consecutive employment (introductory period).

Except for the year of hire, vacation/annual leave is awarded on July 1 of each year. Vacation/annual leave is not accumulative and cannot be carried over to the next calendar year unless approved in writing by supervisor(s) due to operational demands. Vacation/annual leave is awarded in accordance with the following schedule:

Years of Service Completed	Number of Days Awarded
1 year to 10 years	10 days or 2 weeks
11years to 15 years	15 days or 3 weeks
16+ years	20 days or 4 weeks

For new employees, vacation/annual leave will be awarded after successful completion 6 months continuous service with BCHD and based on the following schedule:

Service Milestones during First Year	Number of Days Awarded
Completion of 6-month introductory period	5 days or 1 week
One-year anniversary date	5 days or 1 week

Vacation/Annual Scheduling Conflicts

Vacation/annual leave scheduling conflicts will be resolved fairly and appropriately as management sees fit. Generally, with all other factors being equal, preference will be given to the employee who makes the earliest request. Other legitimate factors may be considered, including seniority and the amount of vacation time previously taken by the employees involved.

Minimum Vacation/Annual Leave Increments

Eligible employees may take vacation/annual leave, with prior supervisory approval, at times that best meet the needs of the department. Employees must take vacation/annual leave in increments of at least one-half hour. It is each supervisor's responsibility to monitor such absences and to ensure that absences do not become excessive in relation to the hours worked by the employee.

Notice of Absence

Generally, requests for vacation/annual leave must be submitted to the supervisor at least one week in advance. Employees may have the right in certain circumstances to make leave requests under the Family and Medical Leave Act (FMLA) or other laws on shorter notice. If the employee is requesting vacation/annual leave for family or medical purposes, the employee must make sure that this purpose is made clear to supervisors. The supervisor must approve any exceptions to this provision or any conflicts in scheduling. The BCHD may impose additional guidelines as necessary to ensure efficiency and adequate staffing levels.

Termination of employment

Employees will NOT be paid for unused vacation/annual leave upon termination of employment unless termination is due to retirement.

Pay in lieu of vacation

Blount County will not pay employees for unused vacation except upon retirement.

Annual Leave Scheduling

Leave requests are submitted electronically through Kronos. Employees must submit annual leave requests to supervisors and receive approval prior to taking the leave.

Sick Leave Accrual

Full-time employees will receive full pay during incapacity caused by illness when accumulated sick leave is available, approved and taken. Employees may accumulate sick leave; however, it is non-compensable upon the employee's termination of employment. In the event of death, a maximum of up to 30 days accumulated sick leave will be paid to the employee's estate. An employee may be paid up to 30 days of accumulated sick leave immediately prior to retirement without the need for a doctor's statement.

Earning and Accumulating Sick Leave:

- Employees will earn one sick day per month of employment, beginning on the 1st of the month following the 30th day of employment.
- Sick days will be allocated to the employees on the 1st of every month.
- There is no maximum on the accumulation of sick days.
- Accumulated unused sick days can be certified to be counted toward retirement credit with TCRS.

Use of Sick Leave:

An employee may use sick leave for absence due to his or her own illness or injury or that of an immediate family member defined as:

- The employee's spouse;
- The employee's parents;
- The spouses' parents;
- Children or children under legal guardianship of the employee and/or spouse.

Sick leave may also be used for appointments with a licensed doctor, dentist or recognized practitioner.

Documentation of sick leave:
Employees are required to notify their immediate supervisor prior to their scheduled start time if sick leave is needed. After three (3) consecutive days of absence, a doctor's excuse may be required. The Department Head may also request a doctor's statement anytime they deem necessary.

Exhaustion of sick leave:
Employees who have exhausted accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay unless the employee has vacation/annual leave or compensatory time available. The employee may request the additional sick leave needed be credited against the vacation/annual leave or compensatory time.

Sick Leave Bank Guidelines

The purpose of the Employee Sick Leave Bank is to provide sick leave to full-time employees of Blount County Government who have suffered a qualifying personal illness, injury, or disability.
All full-time employees of Blount County Government who are entitled to sick leave under the Sick Leave Policy will be eligible to participate in the Sick Leave Bank provided they meet the requirements:

- Worked for one (1) continuous year.
- Have a minimum of six (6) accumulated sick leave days.
- Three (3) days of sick leave will be deducted from his or her personal accumulation and deposited to the Sick Leave Bank.

Employees electing to participate will do so during the Open Enrollment period with the effective date of February 1st. On January 1st of each year, each member will be assessed one (1) day to add to the bank. ALL donations of sick leave to the Sick Leave Bank are non-refundable and non-transferable, including initial days donated, yearly donation and any assessed days.

If at any time the number of hours in the Sick Leave Bank is less than one (1) day per member, the Trustees will assess each member one (1) or more (up to a maximum of 3) days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned day(s) will be donated as they are accrued by the employee.

By written notice to the Trustees, a member may withdraw from the Sick Leave Bank participation on December 31st. Membership withdrawal, however, will result in the forfeiture of all days contributed. Members of the Sick Leave Bank will be eligible to apply to the Bank for sick leave, only after having been a member of the Bank for thirty (30) calendar days.

Use of the Sick Leave Bank is restricted to illness, surgery or accident resulting in an absence of ten or more consecutive working days. A member must first utilize ALL accumulated vacation or sick leave before receiving leave from the Sick Leave Bank. After utilizing the Member's available vacation and sick leave, and any available comp time and personal days, receipt of leave from the Sick Leave Bank may begin.

Granted leave from the Bank, approved by the Trustees, will be awarded as needed not exceeding twenty (20) working days for which the individual applicant would have otherwise lost pay. Applicants may submit requests for an extension of such leave grants before or after prior grants expire. The maximum number of days any participant may receive in any fiscal year, which presently begins on July 1 and ends on June 30, is sixty (60). In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, any member of the immediate family or agent may file the request.

A physician's statement stating that the illness or accident will require more than a ten (10) day absence is required as a part of the application to receive sick leave days from the Sick Leave Bank. Also, a physician's statement of condition is required from any member requesting additional leave beyond the first twenty (20) days. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.

Sick leave granted to a member from the Sick Leave Bank need not be repaid by the individual except at such time as it is deemed necessary to uniformly assess all members.

Grants of sick leave from the Sick Leave Bank will not be made to any members due to elective and/ or cosmetic surgery, normal pregnancies or normal periods of time away from work due to childbirth, illness of any member of the participant's family, or during any period the member is receiving workers' compensation.

A member will lose the right to obtain the benefits of the Sick Leave Bank by:

- Resignation or termination of employment with Blount County Government;
- Cancellation of participation which is effective on January 1st of the next year;
- Refusal to honor such assessment as may be required by the Trustees;
- Retirement;
- Any documented proof of fraud or misrepresentation of facts in making application for use of sick leave from the Sick Leave Bank; or
- Changing to part-time employment status. (29 hours or less per week)

Sick leave used from the Sick Leave Bank shall not constitute creditable service for sick and annual leave accrual or for longevity purposes. The Board of Trustees may vote to expel any member if the member is found to have violated any of the provisions set forth herein.

Any member who receives Sick Leave Bank benefits using fraud or any misrepresentation of facts shall be liable for the reimbursement of all salary and benefits expended by the bank. In the event the Sick Leave Bank is dissolved, the total number of days on deposit shall be returned to the participating members and credited to their personal sick leave accumulated in proportion to the number of days

each has contributed individually. Days returned under this section and credited to the individual participants accumulation shall be rounded to the nearest one-half (1/2) days.

Please refer to the Blount County Government Procedures Manual for Sick Bank application and appeal procedures.

Personal Leave

After successful completion of the 6-month introductory period, all full-time regular employees may be entitled to three (3) days of paid personal leave per year (July to June). Personal leave is not accumulative and may not be carried over into the following year. The only exception is during the first year of employment (defined as anniversary year) up to 3 days of personal leave time may be carried over, if approved by the Elected Official, into the following calendar year.
Example

Date of hire	Completion of introductory period	Eligible
March 2, 2008	September 5, 2008	3 days

Full-time regular employees will be eligible for three (3) days personal leave after six (6) months of employment. The July following, the employee is entitled to three days personal leave annually.

The scheduling/use of personal leave is approved at the discretion of the Department Head/Elected Official.

***Earned but unused personal days are not compensable upon separation of employment.*

Bereavement Leave / Funeral Leave

In the event of a death in the employee's immediate family, (immediate family is defined as spouse, parents, spouses' parents, children, step-children, brother, sister, grandparents, grandchildren, and spouses' grandparent) the employee is allowed three (3) working days of paid bereavement leave. If additional leave is needed, two (2) sick days may be used. The Department Head may request the employee to provide written documentation indicating the name of deceased, relationship to employee and dates of bereavement leave. **Please note that Blount County Government does not allow the purchase of flowers and/or donations for the death of an employee or family member of an employee from operating funds of the department.

Holidays

Blount County publishes a holiday schedule each year to be uniformly observed, unless otherwise determined by the Department Head/Elected Official to avoid interruption of a public service. Full-time, regular, and introductory employees who are not required to work on the holiday will receive their regular rate of pay for the day. If a holiday falls within an employee's scheduled vacation period, vacation time will not be charged for the holiday. If it is determined necessary that any non-exempt employee is required to work the holiday, that employee will receive the four-hour call-in premium in accordance with the overtime policy, shall be paid overtime at one and one half their regular wage, and the holiday will be added to the employee's holiday bank for later use. Hours worked by non-

exempt employees required to work the holiday will be added to the employee's holiday bank for later use.

A non-exempt employee must work the day before and the day after a holiday to be paid for the holiday unless prior approval for the absence was granted.

Part-time employees are not eligible to receive holiday pay.

Employee Benefits Blount County Highway Department CDL Training Academy

The Blount County Highway Department offers employees access to the Blount County Highway Department CDL Training Academy which has been valued at $5300 per employee. The CDL Academy is available to all newly hired employees as well as current employees, at the discretion of the Highway Superintendent, who are obtaining a CDL license for the first time or upgrading a current CDL license.

Any candidate for the Blount County Highway Department's Commercial Driver's License (CDL) Academy, shall be subject to 10-panel drug test two weeks prior to the commencement of the Theory portion of the CDL course.

The employee will be required to sign a contract that states:
In the event of a voluntary resignation by an employee who received CDL training, reimbursement of expenses associated with the training will be paid by the employee based upon the following schedule:

Resignation during the first year after receiving CDL training	*100%*
Resignation during the second year after receiving CDL training	*50%*
Resignation during the third year after receiving CDL training	*25%*

If an employee becomes ill or is unable to perform their duties, the Highway Superintendent has the discretion to provide relief from the training reimbursement policy.

Leaves of Absence

All full-time regular employees may be granted a period of personal leave without pay wholly at the discretion of the Elected Official.

Leaves of absence must be requested in writing to the Elected Official. This request should be made far enough in advance to provide supervisors sufficient time to assess workload and consider the planned leave of other employees. The Elected Official reserves the right to deny or cancel leave of absence.

Elected Officials may elect to disallow leaves of absence within their department. Employees must verify the allowance of leaves of absence with supervisors within the department. If leaves of absence are allowed, the leave request must be approved in writing. The written approval must be given to the Human Resources/Payroll Department.

Leave other than FMLA Leave: Employees may be granted leaves of absence for serious health or other conditions where FMLA leave is not applicable or has expired, for job-related educational or professional development, and for the employee's demonstrated personal necessity (to handle personal or family crises or for bereavement).

Leave Requests
Requests for a leave of absence must be made in writing to the employee's department manager with a copy to Human Resources, and should indicate the reason and the length of leave requested. The department head/elected official should review and act upon non-FMLA request for leave in consideration with the following factors:

- The purpose for which the leave is requested.
- The length of time the employee will be away.
- The effect the leave will have on the ability of the department to carry out its responsibilities.
- The quality of the employee's performance prior to the submission of the request.

Written approval from the department head/elected official is required for final approval.

An employee should submit the request for leave at least 30 days in advance of the anticipated leave where the leave is foreseeable. When the leave is not foreseeable, an employee should submit the request form within two (2) days of the time the need for leave becomes known to the employee.

The employee may also be required to submit recertification of the need for continuing leave every 30 days. The County may require that the employee undergo an examination by a physician of the County's choice prior to determining whether leave or an extension of leave will be granted.

Conditions of Leave

Employees may not take a leave of absence to pursue, accept, or work another job.

A leave of absence may be paid or unpaid, depending on the employee's leave accruals. While on an approved leave of absence, an employee must use annual, personal, or sick leave, in accordance with the County Leave Policies. All leave accruals must be exhausted prior to being placed in an unpaid leave status.

Benefits Coverage

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of his/her benefit premium. Employees taking an unpaid leave of absence are responsible for contacting the Human Resources Department to arrange for the payment of benefit plans.

During an employee's leave of absence, benefits will be administered in accordance with the benefits policies. Eligibility for continued benefits is not dependent on the employee's pay status. To ensure

there is no disruption or discontinuance of benefits, an employee who is out of the workplace on an approved leave of absence MUST contact the Human Resources department for information about protecting and maintaining his/her benefits.

BCHD employees placed on leave, excluding Board of Education employees (teachers) whose leave is governed by Board of Education policies, may continue benefit coverage for a period of one year (12 months). If the leave of absence exceeds one year, benefits will be terminated at the end of the first year.

EMPLOYEES TAKING AN UNPAID LEAVE OF ABSENCE MUST CONTACT THE HUMAN RESOURCES DEPARTMENT TO ARRANGE FOR THE PAYMENT OF BENEFIT PLANS DURING THEIR LEAVE. FAILURE TO MAKE THE REQUIRED PAYMENTS WILL RESULT IN THE TERMINATION OF PLAN COVERAGE.

Returning to Work from Medical Leave (FMLA or Leave of Absence)

Upon returning to work from FMLA or a leave of absence, eligible employees will normally be restored to the same position or an equivalent position with equivalent pay, benefits and other employment terms and conditions. An employee returning from a leave of absence of thirty (30) calendar days or longer must notify the Department Head/Elected Official of his/her intention of returning to work at least fourteen (14) days prior to returning from leave. For leaves of absence involving a health condition, the Return-to-Work Form and/or fitness for duty evaluation from a physician is required before permitting the employee to return to work, regardless of the length of leave.

Reinstatement Procedures

An employee who has been on a leave of absence for a period of 30 calendar days or longer shall notify the Department Head/Elected Official of his/her intention of returning at least 2 weeks prior to returning from leave. Failure to file such notice, or failure on the part of the employee to report promptly at the expiration of the leave of absence, except for satisfactory reasons submitted in advance, shall be a cause for dismissal.

Upon receiving notification of the employee's availability, the supervisor or department head will arrange to have the employee resume his or her previous position, if available.

If the previous position is no longer available, the employee may be considered for other open positions which he or she may be qualified for and as they become available.

If no position exists, the employee will remain on leave until a suitable opening develops. If such an opening does not occur within a 60-day period, any obligation to reinstate the employee is discontinued and the employee's leave status is changed to a voluntary termination. Future reemployment would be as a rehire with only legally required reinstatement of applicable benefits.
For leaves of absence involving a health condition, the Return-to-Work Form and/or fitness for duty evaluation from a physician is required before permitting the employee to return to work.

Family Medical Leave Act (FMLA)

Blount County offers leave under the Family Medical Leave Act (FMLA) for eligible employees.

Eligibility: Employees who have worked for Blount County Government at least one year and for 1,250 hours during the twelve (12) month period preceding the request are eligible to take up to twelve (12) weeks of unpaid leave annually when the absence is necessitated by any of the following circumstances:

- the birth or placement for adoption or foster care of a son or daughter;
- employee's own serious health condition that prevents employees from performing the essential job functions;
- the serious health condition of a son or daughter, parent, or spouse under the care of the employee;
- because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered service member on active duty, or who has been called to active duty;
- to care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the service member (leave period for military caregivers is 26 weeks).

Applications: Applications (available in the Human Resources Department) for FMLA leave must be submitted in writing. Applications should be submitted at least thirty (30) days before the leave is to start, or as soon as possible if leave is not foreseeable. Employees must provide the County with an appropriate medical certification when requesting FMLA leave.

Certification: Requests for leave related to the employee's own serious health condition, or to care for the serious condition of a son or daughter, parent or spouse, require certification from the treating healthcare provider. Healthcare Provider Certification Forms are available from the Human Resources Department.

Measuring: Blount County has chosen the "measured forward" method that entitles employees to 12 weeks of leave during the year beginning on the first date the FMLA leave is taken after the previous 12-month period ends.

Example: The 12-month period begins Sept. 1, 2020, if that is the first day of FMLA leave. If all FMLA leave is exhausted during the following 12-month period, the next date FMLA leave could be taken would be Sept. 1, 2021.

Intermittent or Reduced-Time Leave: FMLA leave can be taken on an intermittent or reduced-time basis under certain circumstances. Employees may request intermittent or reduced leave for the following reasons:

- when medically necessary to care for a seriously ill family member, or because of the employee's own serious health condition;
- for the birth or placement of a child for adoption or foster care. Intermittent or reduced time leave shall not exceed 12 weeks combined if both spouses are employed by the County.

Only the amount of leave taken while on intermittent/reduced schedule leave may be charged as FMLA leave. If employees need intermittent/reduced schedule leave for planned medical treatment, the employee must work with supervisors to schedule the leave, so it does not unduly disrupt the department's operations.

The County may, in its sole discretion, temporarily transfer an employee on intermittent leave to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Serious Health Condition: "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
- a period of incapacity requiring absence of more than three calendar days from work that also involves continuing treatment by (or under the supervision of) a healthcare provider;
- any period of incapacity due to pregnancy, or for prenatal care;
- any period of incapacity (or resulting treatment) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.);
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, dialysis, etc.),
- any absences to receive multiple treatments (including any period of recovery) by, or on referral by, a healthcare provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Medical/Dental Insurance Premiums: During FMLA leave, the County will continue to pay its portion of the medical/dental insurance premiums. Employees must continue to pay the employee portion of the premium. Employee portions of insurance premiums should be paid continually according to the payroll schedule (i.e., semi-monthly).

Employees who do not return to work at the end of FMLA leave may be required to reimburse the County for payment of insurance premiums, unless the employee's failure to return is due to a serious health condition which prevents the performance of the job or circumstances beyond the employee's control. Employees may then choose to elect COBRA coverage. Sufficient notice will be given to the employee at the end of FMLA when and if this event occurs. Employees will be responsible for any other elected contributions while out on FMLA.

Accrued Leave: Employees are required to use all available paid time off during FMLA leave. Accrued leave and FMLA leave are used at the same time; employees do not take accrued leave first and then take FMLA.

During unpaid leave, employees will not accrue employment benefits, such as vacation/annual leave, sick leave, pension, etc. while on family and medical leave unless the employee is receiving regular pay by using available paid time off.

Employment benefits accrued through the day the family leave of absence begins will not be lost.

Return to Work: Upon returning from family and medical leave, eligible employees will normally be restored to their job, or an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Use of family and medical leave cannot result in the loss of any employment benefit that employees earned or were entitled to before using family and medical leave.

While on FMLA leave, employees must periodically update (if possible) supervisors or Department Heads regarding medical status/condition and indicate an intended to return to work date. Appropriate forms must be submitted to Human Resources to initiate FMLA leave or to return to active status. The Return-to-Work Release form provided with the initial FMLA application MUST be returned to Human Resources prior to returning to work. Failure to submit the Return-to-Work Release for will delay returning to work!

Extensions: Family and medical leave is available for twelve (12) weeks. The County may, at its discretion, approve extended personal leave without pay beyond that time. Any such leave will not be job protected. Requests for extended personal leave must be submitted to the Human Resources Department. If possible, requests for extended leave should be submitted two weeks in advance of the previously scheduled return to work date.

Functional Capacity Screenings/Fit for Duty Exams

Employees of the Blount County Highway Department may, during their period of employment, be required by the Superintendent or designee to undergo periodic physical agility testing or medical examinations to determine their physical and mental ability to perform essential functions of the position in which they are employed. Such medical examinations will be at no expense to the employee. Any determination of physical or mental fitness will be made by a physician or physicians designated by the Blount County Highway Department according to the procedure below.

An employee determined to be physically or mentally unfit to perform the essential functions of their position may be reassigned in accordance with these rules, or be separated from the Blount County Highway Department after it has been determined that:

1) The employee cannot perform the essential functions due to a covered disability that cannot reasonably be accommodated.
2) The employee poses a direct threat to themselves or others.
3) The employee is unable to perform essential functions due to a temporary medical condition or disability not protected by the Americans with Disabilities Act.

Fitness for Duty/Functional Capacity Procedure

- Department emails Human Resources with notification of a Fit for Duty exam requirement at least one week in advance of the return-to-work date. Human Resources ensures the employee has an appropriate release from their personal physician.
- Department emails a job description including physical demands to Lynn Sherles at lynn.sherles@bmnet.com
- The employee must request records from their treating physician using the Medical Authorization form. The exams cannot be scheduled until ETMG has obtained records.

- The Department contacts Lynn Sherles (865-977-5795) to schedule the screening and exam through Blount Memorial Business Health. (Therapist works on Tuesdays and Wednesdays.)
- Two appointments could be made at the discretion of Dr Thompson:
    - 1. Functional Capacity Screen performed at Blount Memorial Business Health by the therapist
    - 2. Fit for Duty Exam, performed at ETMG Care Today Clinic by Dr Thompson. This appointment is the same day as screening.
- The Department and employee will be notified when appointments are scheduled.
- Results of the exam will be sent to Human Resources and forwarded to the Department.

Addresses:
Blount Memorial Business Health: 1102 Sevierville Rd, Maryville 865-977-5795
ETMG Care Today Clinic: 266 Joule St, Alcoa

Cost:
Invoice(s) are sent to the requesting Department
Functional Capacity Screening - $55
Fit for Duty Exam - $80

Maternity Leave

Pregnancy, childbirth, and related conditions will be treated as any other temporary medical disability regarding leave policies. Leave is available under the same terms and conditions as for other similar purposes, for a period not to exceed four (4) months which is counted as part of Family Medical Leave (see Family Medical Leave):

- The employee must have been employed by the County for at leave twelve (12) consecutive months as a full-time employee.
- In cases of adoption or foster care, the child must be under the age of one (1) year at the time of placement.
- The employee must give the County at least three (3) months advance notice of the anticipated date the leave is to begin, except in cases of emergency; the entitlement to leave begins on the date of birth or placement and ends six weeks thereafter.

Parental Leave

An employee who has been employed by-Blount County Government for at least twelve (12) consecutive months as a full-time employee, may be absent from employment for a period not to exceed four (4) months in connection with pregnancy and childbirth. Eligibility for parental leave under this policy and the Family and Medical Leave policy counts against your entitlement under both laws. The specific content of the Tennessee Parental Leave Act found at T.C.A. § 4-21-408 is reproduced as follows:

Leave for adoption, pregnancy, childbirth and nursing an infant:

- Employees who have been employed by the same employer for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing an infant, where applicable, referred to as "leave" in this section. Regarding adoption, the four-month period shall begin at the time an employee receives custody of the child.
- Employees who give at least three (3) months' advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.
- Employees who are prevented from giving three (3) months' advance notice because of a medical emergency that necessitates that leave begin earlier than originally anticipated shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months' advance notice.
- Employees who are prevented from giving three (3) months' advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) month's advance notice.
- Leave may be with or without pay at the discretion of the employer. Such leave shall not affect the employees' right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position; provided, that the employer need not provide for the cost of any benefits, plans or programs during the period of such leave, unless such employer so provides for all employees on leaves of absence.

If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave period.

The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if an employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part-time or full-time for another employer during the period of leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave.
Whenever the employer shall determine that the employee will not be reinstated at the end of the leave because the employee's position cannot be filled temporarily or because the employee has used the leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

Nothing contained within the provisions of this section shall be construed to:

- Affect any bargaining agreement or County policy that provides for greater or additional benefits than those required under this section
- Apply to any employer who employs fewer than one hundred (100) full-time employees on a permanent basis at the job site or location

- Diminish or restrict the rights of teachers to leave pursuant to title 49, chapter 5, part 7, or to return or to be reinstated after leave

Military Leave (approved by County Commission 05/17/2018)

Employees who are members of any U.S. military reserve component, including the Tennessee Army and the Air National Guard, will be granted a leave of absence for all periods of military service during which they are engaged in the performance of duty or training for this state or for the United States of America under competent orders.

While on leave, the employees will receive their regular compensation for a period not to exceed twenty (20) working days per calendar year, plus any additional days that may result from a call to active state duty by the Governor. Such requested leave shall be supported with copies of the armed forces order.

If a holiday occurs during the employee's leave, he/she will receive holiday pay.

An employee required to report for military training must provide the appropriate orders to their supervisor. A Change of Status form must be completed and forwarded, along with a copy of the employee's military orders, to the Human Resources Department.

Any benefits the employee has elected will be suspended if and when the employee's military coverage takes effect. The employee will continue to pay the monthly premiums until military benefit coverage takes effect. The employee will be allowed to resume benefit coverage (with no waiting period) with Blount County upon his/her return to employment with the County.

Jury Duty or Court Appearance

When employees must miss work due to jury or witness duty, the employee will be excused from work. Notice must be given to direct supervisors. Witness duty must pertain to job-related business for excused absence with regular pay. This also includes subpoenas to court on non-work-related issues.

Employees working day shifts, and whose jury service was under three hours, are expected to return to work upon being released from service. Employees working second or third shift are excused from the shift before their first day of jury duty, and if they have served for 3 hours or more on the day they are released, are also excused from the first shift that follows their release from jury duty.

Blount County Government employees are paid his or her regular wages in addition to jury duty pay received from the government unit involved. Employees are allowed to keep the jury duty pay.

Voting Leave/Elections

In accordance with Tennessee State Law, employees entitled to vote in an election held in this state may be absent from work on the day of the election for a reasonable amount of time, not to exceed three (3) hours.

Employees whose shift begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the polls close in the County in which the employee resides are ineligible for this leave.

For time off for voting, employees must arrange the time off with direct supervisors before 12:00 noon of the day before the election. Supervisors may select the hours during which employees may be absent for voting.

Employee Benefits

Benefits Eligibility

Employees working a minimum of thirty (30) hours per week are eligible for benefits. These benefits currently include medical coverage, dental coverage, and supplemental benefit options.

Employees whose hours drop below thirty (30) hours per week on a regular basis will lose eligibility for medical/dental and other insurance coverage. The employee and all covered dependents will be offered COBRA. Employees are responsible for listing only dependents that are eligible for coverage as defined by the plan rules. If a covered dependent becomes ineligible based on the plan rules, it is the employee's responsibility to notify Human Resources immediately.

Benefits Effective and Termination Dates

Benefits begin the 1st of the month after thirty (30) days of employment. For example, if the hire date is January 18th coverage will begin on March 1st.

Because benefit premiums are paid current, the termination effective date for benefits is based on the number of paychecks received in a month. For example, employees receiving one (1) check during the month in which employment terminates, benefit coverage will end on the 15th of the month. Employees receiving two (2) or more checks during the month, benefit coverage will end on the last day of the month.

Medical/Dental Coverage

Currently, employees must enroll for coverage within thirty (30) days of employment or an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for medical/dental coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Human Resources.

Information regarding the current medical/dental plan and premiums is available from Human Resources or on the web site https://www.blounttn.org/761/Blount-County-Government-Benefits .

Identification Cards

Identification cards for employees enrolling in benefits will be mailed to the employee's home address. Identification cards can be printed or downloaded by visiting www.blountcountybenefits.com.

Annual Open Enrollment Period

Medical and dental plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during the annual open enrollment period each fall. Employees are

required to review notices, home mailings, and department memos for information about the benefits for the upcoming year. Typically, the enrollment/change period occurs in the Fall of each year. It is the employee's responsibility to stay informed of benefit changes.

Benefit Premiums/Payroll Deductions

Employees are responsible for reviewing paychecks to ensure the appropriate benefit premiums have been deducted. Deductions will begin the first pay period of the month in which coverage begins. Benefit premiums are deducted from 24 pay periods per year. Employees on unpaid leave or no-pay status must contact Human Resources to make payment arrangements. Failure to pay premiums while on no-pay status will result in the loss of coverage!

COBRA

If insurance coverage is discontinued due to termination of employment, a reduction in work hours, or other qualifying event, the employee and any covered dependents may be eligible to continue coverage through COBRA.

For a full explanation of COBRA terms and eligibility, contact Human Resources or refer to the "General COBRA Notice" received at time of enrollment.

Employee Assistance Program (EAP)

BCHD and Blount County Government are very concerned with the physical and emotional well-being of its employees and their families. The Employee Assistance Program (EAP) provides up to five (5) free and confidential counseling sessions per topic to employees and the members of the household who are dealing with difficult issues.

If you have questions about the EAP or would like more information regarding any of the programs, contact Human Resources.

Health Savings Accounts (HSA)

Health Savings Accounts (HSA) are savings accounts that allow employees to save money for future qualifying medical expenses through pre-tax payroll deduction or lump-sum deposits. Employees must be enrolled in a Qualified High Deductible Health Plan (QHDHP) in order to participate in the HSA (Bronze Plan). For more information on Health Savings Accounts please contact the Human Resources Department at 865-273-5780.

Flexible Spending Accounts (FSA)

Flexible spending accounts allow an employee's medical out-of-pocket expenses and dependent care expenses to be paid with "before tax" dollars. Employees electing this benefit have a selected amount deducted from each paycheck. The maximum annual contributions to FSAs follow IRS guidelines.

Membership in Blount County's medical plan is NOT required to participate in a flexible spending account. Employees may enroll at the time of hire or during the annual open enrollment period. Re-enrollment is required each year to continue participation.

Change in Status

Employees are required to report personal changes and/or changes in work status to Human Resources ***within thirty (30) days of any status change***. This includes:

- dependent status change,
- address change,
- divorce,
- marriage,
- birth or adoption,
- reduction in work hours, or
- any other change that could affect benefit plan eligibility.

Supplemental Benefits

Blount County offers supplemental voluntary benefits employees may purchase. The voluntary coverage options include long term disability, short term disability, accident, term life, whole life, cancer, critical illness, vision as well as the State of TN 457(b), 401k, and Roth 401K plans. These additional benefit options can be administered through payroll deduction. Information on these products is provided at orientation and during the annual open enrollment period. For more information on these products contact Human Resources.

Workers' Compensation

If an employee experiences an on-the-job injury or illness, the employee is required to:

- Report the incident to the supervisor immediately;
- Ensure that the supervisor completes the First Report of Injury form provided by the State of Tennessee;
- Select a physician by completing the Employee's Choice of Physician form provided by the County;
- If an employee requires emergency medical treatment, the employee should go to the nearest emergency room of their choice. If the situation warrants, contact the local ambulance service for transport;
- Notification to Risk Management should be made as soon as possible.

If a follow up appointment is required after the initial visit to the emergency room, the injured worker must choose a physician from the Employee's Choice of Physicians form. The injured worker is not authorized to return to the emergency room for follow up treatment (i.e., removal of stitches, change of injury dressing, etc.).

If the claim is deemed compensable, Risk Management or the County's third-party administrator will schedule the initial appointment with the medical provider selected. Employees or supervisors are not authorized to schedule the initial appointment with a medical provider for Workers' Compensation injuries.

The injured worker is required to attend all scheduled appointments with the authorized treating physician and/or approved physical therapist. If an appointment must be rescheduled, notify Risk Management and they will reschedule the appointment.

It is the injured workers' responsibility to notify their supervisor and Risk Management if the authorized treating physician instructs the employee not to return to work, or to return to work with restrictions by providing the forms from the physician. It is also the injured workers' responsibility to notify their supervisor and Risk Management when the physician releases the injured worker to full duty by providing the forms from the authorized treating physician.

If the restrictions assigned by the authorized treating physician cannot be met within the department, Risk Management may offer the injured worker Alternate Duty. Alternate Duty is a temporary job assignment that will accommodate the injured workers' restrictions assigned by the authorized treating physician. Modified duty will be offered to the injured worker upon availability. The alternative job duties will be productive and valued work that can be performed safely and without risk of re-injury or aggravation to the disability, or risk to other employees.

Copies of all paperwork, including return to work forms, must be turned in to your supervisor and Risk Management.

If you are released to return to work with restrictions from your physician, and Blount County can provide you with a job that meets those restrictions, you are required to return to work and complete the assigned tasks.

Life insurance

Blount County provides Life Insurance to employees who work at least 30 hours per week on a regular basis. The County provides (1) one times the employee's salary, up to a maximum benefit of $50,000; the coverage is two (2) times the amount for accidental death.

The plan document is available in the Human Resources Office or on the HR web site at https://www.blounttn.org/761/Blount-County-Government-Benefits.

Tennessee Consolidated Retirement Systems (TCRS)

Membership:	*Employed six months (full-time) to be a member
Contribution Requirement:	*Five percent of salary
Vesting:	*Vesting rights after 5 years of service

(A vested member is one who has accrued enough years of service to guarantee a retirement benefit once age requirements are met)

Refunds:	*Upon separation of employment, participants may apply for a refund of account balance.

Federal withholding tax requirements apply to early withdrawals.

Income Benefit Eligibility:	*Age 60 or 30 full years of service for unreduced income benefits. *Age 55 for reduced income benefits.

Income Benefit Eligibility (Sheriff's Office-Post Certified Personnel):

*Age 55 with 25 years of creditable service.

Average Final Compensation:	*The average of the five highest consecutive years of salary, which cannot exceed 75% of average final compensation.

Employees planning to retire must apply online with TCRS ninety (90) days prior to the planned retirement date. Contact the Human Resources Department for additional information or assistance.

Benefits Eligibility Upon Retirement

Employees retiring from Blount County Government at any age with 30 years' service or at age 60 with at least ten (10) years' consecutive service with Blount County Government may elect to continue coverage under the County's medical, dental and vision plans. Employees considering retirement must contact the Human Resources Department at least three (3) months prior to the potential retirement date to verify benefit eligibility.

Tuition Reimbursement

Tuition reimbursement is a plan which offers financial assistance to an employee who takes college-level courses directly related to his/her work or to a position the employee might conceivably be considered for in the future and which is likely to increase his/her value to the County. This program is not specifically intended to support a full-time course of study but is designed to enhance the quality of work that the individual brings to the job. It is provided to those employees classified as regular full-time who have satisfactorily completed one year of continuous service. To receive reimbursement under this policy, an employee must agree to continue in employment with Blount County for at least one year from the date of completion of the course(s) being reimbursed and to return the reimbursement if the employee does not continue employment for at least one year. Tuition Reimbursement is available when the following requirements have been met:

- Courses are job-relevant, college-level courses taken at an institution that is accredited (as recognized by the US Department of Education, Office of Postsecondary Education), found at http://www.ope.ed.gov/accreditation/search.asp, and must be on a for-grade basis and printed out and attached to the approval form. Courses taken on a pass/fail or audit basis that are job-relevant or are required for a degree program that is job relevant, may be eligible for tuition reimbursement; however, such courses must be presented to his/her immediate supervisor and then to the Department Head/Elected Official of the employee for consideration and approval. It is the responsibility of the employee making the request to make it clear on his/her pre-approval form that the course is pass/fail or is on an audit basis.

- The employee has submitted a Tuition Reimbursement Form for pre-approval to his/her immediate supervisor. The Department Head/Elected Official will review the pre-approved form to determine whether or not the course is eligible for reimbursement. Tuition Reimbursement Forms are available on the Blount County web site/Human Resources Department. Failure to obtain pre-approval from his/her immediate supervisor may result in denial of the tuition reimbursement request.

- Upon completion of the course, the employee must submit proof that he/she has received a grade of C or better if a course was taken on a for-grade basis, or the employee must submit written proof from the instructor and/or sponsor that the employee satisfactorily completed a course on a pass/fail and/or audit basis. Proof must be submitted by official transcript, delivered unopened by the employee or sent directly from the school. The employee must also submit the

itemized tuition receipt verifying cost and payment of tuition. This receipt must show a listing of all costs by item (e.g., maintenance/tuition, activity fee, etc.) must show the dates the fees were assessed and paid, must show payment amount(s) and method of payment (e.g., check, credit card, financial aid, etc.), and must indicate a zero balance on the account. Submission for completed course will be returned to the Department Head/Elected Official of the employee for review and forwarded to the Accounting Department for reimbursement. Copies of completed course work will be placed in the employee's training and/or personnel file.

- The employee affirms that he/she has not been totally reimbursed for this approved educational training by some other funding source. Persons being supplemented under any other program(s) (e.g., state supplements, G.I. Bill, scholarships including the Tennessee Education Lottery Scholarship program, government funding, etc.) are only eligible for benefits under Blount County Government's reimbursement program for the difference between the cost of the approved training and any other funding source(s) up to the maximum reimbursement cap of $1,800 per fiscal year, $600 per semester or $450 per quarter.

Employees will not be reimbursed for late fees, cost of books, service fees, technology fees, athletic fees. Employees will be reimbursed for maintenance/tuition fees upon submission of a transcript as follows:

For Grade Basis	% Reimbursement
A	100%
B	90%
C	80%
Below C	No Reimbursement
Pass/Fail or Audit	50% Undergraduate Coursework
	100% Graduate Coursework

Employees intending to take courses must have forms to supervisors in January of each year. Approval forms must be completed prior to the start of each semester. Each approval must have the authorization of the Elected Official to ensure funds are available for reimbursement. The Elected Official may suspend tuition reimbursement at any point due to lack of funding. Any violation of this policy or procedure will result in the employee refunding all tuition back to Blount County and will be considered a serious violation.

Professional Development Courses

Professional development courses paid for by Blount County will follow the same procedure for pre-approval by the immediate supervisor and the ~~E~~lected Official. Completed course documentation (certifications, transcripts, etc.) will also be placed in the training/personnel file. To encourage all employees to become more computer literate, BCHD will reimburse employees under this policy for the successful completion of up to one non-accredited computer course per year taken during non-work hours. The course must be approved in advance on the Tuition Reimbursement Form by the Department Head/Elected Official as cost effective and appropriate for education in standard computer software skills. This provision does not apply to or have any effect on computer training that a department may approve and fund during work hours.

359 Court Street
Maryville, TN 37804-5906

Blount County Government

Legislation Details (With Text)

File #:	24-175	**Version:**	1	**Name:**	
Type:	Report			**Status:**	Agenda Ready
File created:	7/16/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Blount County Sheriff's Office Employee Policy and Procedure Manual. (INFORMATION ONLY)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Memo Outlining Changes to the BCSO Employee Policy and Procedure Manual BCSO Employee Policy and Procedure Manual				

Date	Ver.	Action By	Action	Result

Blount County Sheriff's Office Employee Policy and Procedure Manual. (INFORMATION ONLY)

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Blount County Sheriff's Office

Memo

To: Blount County Human Resources

From: Chief Deputy Jeff French

Date: July 11, 2024

Re: BCSO Human Resources Manual Updates

Blount County Sheriff's Office made the following updates to the 2024 BCSO Employee Handbook:

- 2.04 Benefits A-2 that based upon BCG Human Resources recommendation regarding removing the wording regarding pre-existing conditions as outlined by the Affordable Care Act. *This update provides correct benefit information for BCSO employees.*

- In 1.06 Recruitment and Selection E-1, added "Lateral entry personnel will be given a 1 for 2 credits for qualified previous experience, i.e. 2 years previous experience equates to 1 year credit with BCSO."

- In 2.01 Salary Plan B-1, added "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 credits for qualified previous experience, i.e. 2 years previous experience equates to 1 year credit with BCSO."

- In 6.01 Line of Duty or Serious Injury minor revisions *due to a CALEA mandate*. In the first paragraph we added "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:" In A, *added all personnel (previously stated "sworn")* will complete a line of duty death information form.

- In 6.02 Secondary Employment, added "PowerDETAILS" due to the purchase of the software to manage most of the secondary employment. Also added wording regarding the "Special Events Coordinator", who is responsible for coordinating secondary employment.

- In 2.02 Overtime and Compensatory Time, the wording regarding the TN Highway Safety Office Grant was removed and replaced it with "approved extra duty" and replaced time and a half overtime with "current extra duty rate."

Blount County Sheriff's Office
HR Manual Table of Contents

Written Directive Subject: *HR Manual Table of Contents*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *33.7.1*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Blount County Sheriff's Office Human Resources Rules and Regulations Manual Table of Contents*	*Distribution:* *All Personnel*
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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Blount County Sheriff's Office
HR Manual Introduction

Written Directive Subject: *Introduction*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
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Subject Index: *Blount County Sheriff's Office Human Resources Rules and Regulations Manual, Introduction,*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

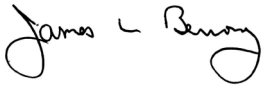
Human Resources Rules and Regulations Manual Introduction

(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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Human Resources Manual Chapter 1
1.01

Written Directive Subject: *Terms and Definitions*	*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	

1.01 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

Written Directive Subject: *Merit Service Board*	*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	

1.02 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

Written Directive Subject: *Human Resources Officer*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference:	*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	

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*
CALEA Reference: *21.1.1, 21.2.1, 21.2.2*	*Issued: 11/01/2002* *Last Revision: 04/07/2022* *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	

1.04 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

Written Directive Subject: *Allocation and Distribution of Personnel*	*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	

1.05 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 Blount County Director of Human Resources or Deputy Chief of Administration. Only those involved in the administration of the promotion process are permitted access to these files at any time.

4. The promotion process will be reviewed annually by the Chief Deputy or designee and revised as required.

Blount County Sheriff's Office
Human Resources Manual Chapter 1
1.08

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

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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	

1.09 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*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 1, Human Resources Administration*	*Distribution:* *All Personnel*
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: 08/12/2020* *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	

3.02 Leaves of Absence

A. Sick Leave

1. Leave in this section must be coordinated with the Family and Medical Leave Act (3.04).

2. In order to receive proper compensation, the Office Manager must be notified when an employee will be out of work longer than 3 days.

3. Sick leave allowances are provided at the rate of 8 or 10 hours for each 28-day pay period, depending on the number of hours worked in a day without a limit on accumulation. For employees suffering from serious medical conditions, refer to 3.03 that relates to the Sick Leave Bank. Sick leave allowances may be used for:

   a. **Personal Sick Leave:** Sick leave may be granted for an illness or injury that incapacitates an employee, preventing him or her from performing assigned duties, for doctor or dental appointments during working hours which a doctor's note may be required, and for exposure to contagious disease to such an extent that the employee's presence on the job would jeopardize the health of co-workers. ***Personal sick leave is not an entitlement.*** Abuse of sick leave is grounds for disciplinary action.

   b. **Family Sick Leave:** Sick leave may be granted for an illness or injury in an employee's immediate family, including routine doctor and dental appointments that require the attendance of an employee. The "immediate family" of an employee is defined in 1.01 under "Close Family Member." Exceptions to this policy may be considered on a case-by-case basis as recommended by a supervisor, reviewed and recommended by the appropriate Deputy Chief, and approved by the Chief Deputy. ***Family***

sick leave is not an entitlement. Abuse of sick leave is grounds for disciplinary action.

c. An employee away from work for a medical condition(s) requiring an absence of 3 consecutive days is required to submit to their supervisor a written statement from an attending physician on a Sick Leave Request Form (Appendix 13) outlining the general nature of the medical condition, the earliest approximate date of return to duty, and advising on the ability of the employee to perform his or her regular duties. A supervisor has the prerogative of requiring a physician's letter with the above content prior to any approval of a request for sick leave if in the supervisor's judgment this information is necessary.

d. Any employee treated in an emergency room, or is hospitalized for any period of time for a non-work related injury or illness, ***MUST*** have a written release from their attending physician on a Sick Leave Request Form, which is turned in to the Office Manager noting any work limitations/restrictions (along with the approximate duration of such limitations/restrictions) before a sick leave request can be approved.

e. Medical information and the personnel needs of the function are considered in determining the holding of an employee's position open, or placement of him or her in another position for which the employee qualifies. If neither is appropriate, termination may be considered. Before returning to work, an employee must obtain a written statement from an attending physician advising on the form prescribed by the Sheriff's Office whether the employee might return to regular duties.

f. Medical information is considered to be confidential to the extent permitted by law, and is immediately made a part of an employee's medical records included in his or her personnel file. An employee may view this file by appointment.

g. If a disability causes an employee to lose more regularly scheduled workdays during any year than accumulated sick leave credits, the employee may use such accumulated annual and/or compensatory leave as he or she may have, or may be placed on leave without pay by the Chief Deputy upon recommendation of the appropriate Deputy Chief or Captain. An employee with a serious medical condition may also apply for medical leave under Family and Medical Leave (see 3.03), or may request additional sick leave from the county's Sick Leave Bank.

h. Sick leave is granted at the discretion of a Deputy Chief or Captain, and may be refused if in their judgment, it is not justified.

i. Employees are not paid for accumulated sick leave upon termination. Upon retirement an employee may be credited with 1 month of creditable service for each 20 days of accumulated sick leave based on our current TCRS policy.

j. Light Duty: An employee may be assigned to light duty when circumstances warrant, provided light duty work is, available and the assignment is authorized or requested by an attending physician, a light duty assignment is recommended and approved by a Deputy Chief or Captain, and is approved by the Chief Deputy. Light duty assignments should not exceed 90 calendar days in duration unless an extension is approved by a Deputy Chief or Captain, and approved by the Chief Deputy. When on a light duty assignment, an employee MAY NOT (1) work extra duty assignments, (2) work overtime unless approved by the Deputy Chief of their function, (3) be assigned to a post/position/duty that would involved contact with inmates or would involve normal patrol functions, (4) actively serve on a specialty unit (e.g. CERT, SWAT, etc.) or (5) carry a weapon. Further, depending upon the type of training being conducted during In-Service, those employees working a light duty assignment may not be able to complete the entire 40 hours, which would impact their In-Service supplement.

k. An employee that requests sick leave on a day preceding or following off days or scheduled time off such as vacation, holiday or comp, may be required to turn in a written doctor's excuse upon their return to duty.

l. An employee in a non-paid status will not accrue annual, sick or holiday time.

m. Any accrued time earned prior to being in a non-paid status will be applied to compensate for the non-paid status on the time card when the non-paid status occurs.

B. Annual Leave

1. Annual leave (as defined in 1.01) is earned monthly at the leave accrual rates and maximum amounts established in the chart below. Holiday leave may be combined with annual leave, but holiday leave may not be accumulated and must be used as soon as possible within 12 months of the holiday.

Years of Service	Hours Accrued Per 28-day Work Period	Annual Hours of Leave Permitted to carry over annually	Personal Hours Permitted Annually*
Less than 10 years	6.67	40	24
10 years but less than 15 years	10.00	60	32
15 years but less than 20 years	13.33	80	40
20 years or more	16.67	100	48

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

2. Employees may carry up to one-half of their authorized annual leave into the next year. For example, if an employee is authorized 80 hours of annual

leave, but for whatever reasons is not able to use but 40 hours, that 40 hours will be carried over to the next year. If he or she had used 60 hours, they would be able to carry over 20 hours to the next year. Employees wishing to carry over more than the allowed amount must submit their request to the Deputy Chief of Administration 30 days prior to the end of the calendar year.

3. Annual leave may be used to attend to any personal needs, and may be approved in advance by the appropriate Deputy Chief or Captain responsible for determining a leave schedule. The first concern in developing a leave schedule is the minimum staffing levels, with the desires of employees being secondary. Each year employees are required to take at least one complete workweek (40 hours) of their accumulated annual leave (which may be taken with holiday leave for patrol and corrections personnel) as a single period of annual leave in order to provide an opportunity to refresh the mind and body from the daily rigors of the workplace.

4. Although annual leave is earned from the date of employment, an entry-level probationary employee is not eligible for annual leave until successful completion of 6 months of service.

C. Holiday Leave (Revised July1, 2014)

1. Holiday is defined as a single day of paid time off work.

2. Employees who work in a position having only one regular shift (e.g., those in Records, Court Services, staff groups, etc, but not those in Patrol or Corrections) receive several holidays each year as designated by the Blount County Mayor and County Officials. These employees are expected to take off on the designated holiday (e.g., when the Justice Center is closed). Information regarding authorized holidays is distributed to all county agencies prior to the beginning of a calendar year.

3. Employees who work in a position having multiple shifts (e.g., Patrol and Corrections) will receive one holiday per month for a total of twelve (12) holidays per calendar year. These employees will be credited with three (3) holidays per calendar quarter, which will be reflected on the earning sheet posted after each time card. Employees may combine holiday leave with annual leave, when authorized by their supervisor.

   An employee who takes more than one holiday off work in a quarter but leaves the employment of BCSO before the end of that quarter is required to reimburse BCSO for the holiday(s) taken but not “earned” through (1) reduction in their final paycheck, or (2) forfeiture of an accrued (but unused) holiday, vacation day, sick day, etc.

4. Holidays must be taken in the same calendar year in which they are granted. Unused holidays may not be carried over from one calendar year to the next calendar year. Failure or inability to take holiday time off within permitted time frames will result in the holiday being forfeited.

5. Employees in a non-paid status (e.g., those on military leave, unpaid leave of absence, disability, etc.) do not receive holidays during their non-paid leave.

D. Civil Leave

An employee may be granted civil leave with pay for any absence necessary for serving on a jury, as a subpoenaed witness in court, or taking required tests for fitness, including required physical exams, recruitment interviews, tests for required certification, and tests associated with promotions, demotions, or transfers in the Sheriff's Office. If, however, a case is one in which the employee is a party and the court decision affects the employee (positively or negatively) only, the time off is of a personal nature and annual leave, compensatory time, or leave without pay should be taken. Employees are entitled to keep any jury or witness fees in addition to their regular salary.

E. Leave Without Pay

The Office Manager will be notified whenever an employee is in a non-paid status. The following guidelines should be followed:

1. For some absences from duty, Deputy Chiefs or Captains may recommend leave without pay to the Chief Deputy, although such leave is not guaranteed. If a request is for medical reasons, provisions for returning to work noted above relating to sick leave or worker's compensation leave are to be followed.

2. The Chief Deputy will determine the maximum duration of any leave without pay after consultation with the Sheriff.

3. No time is accrued in a leave without pay status.

4. Leave without pay is used to reflect the hours an employee does not work in a workweek and does not have sufficient leave balances to cover the time away from their job.

F. Military Leave (Revised 02/28/08) (Revised 10/15/2015, 08/12/2020)

1. Members of the organized reserve forces of any of the Armed Services of the United States, National Guard, or Reserves, are entitled to a leave of absence, not to exceed the following amount per calendar year; 160 hours for those employees working an 8 hour shift or 200 hours for those employees working a 10 hour shift, with pay and without loss of seniority or any accrued leave. The 160 or 200 hours, depending on the particular shift, and during a calendar year, are normally meant to be consecutive, but may be fragmented or non-consecutive if supported by military orders. This paid military leave may be taken for annual active duty training, drill (not for periods of inactive duty training, i.e., drill) and additional active duty training (i.e., additional duty) as long as the total of paid military leaves does not exceed the 160 or 200 hours per calendar year. If more time is needed beyond what is allowed under these rules, an employee must use any accumulated annual, compensatory,

or holiday leave, or leave without pay. Employees must be in a paid status to be authorized military leave. Temporary employees are not eligible for military leave with or without pay.

2. Any person employed in an authorized position (as defined in 1.01), who receives orders to report for active duty in any of the Armed Forces of the United States, will be placed on military leave without pay assuming the following actions have taken place:

    a. The employee requests military leave without pay.
    b. The employee submits to their Deputy Chief a copy of his/her orders indicating his/her active duty status and the duration of such active duty.
    c. The initial active duty is in excess of 3 months as shown on his/her orders. The individual's active duty for training is his or her initial active duty for training as shown on his or her orders.
    d. A copy of active duty orders will be attached to the leave without pay request memo when submitted to the Office Manager.

3. During military leave without pay status, the same provisions governing sick and annual leave accrual set forth in Leave Without Pay presented below will apply. An employee may make arrangements with the Blount County Human Resources to continue applicable benefits by paying, at the commencement of the leave, the premium required under COBRA provisions and subject to the health and benefits contracts currently in force.

4. Within 90 days after release from active duty (provided the employee can provide proof of satisfactory completion of initial active duty training by certificate, discharge, or release to inactive reserve status), the employee will be entitled to reinstatement in his/her former position, provided the employee is capable of performing the duties of that position. If the former position has been abolished, the employee will be given first consideration for other openings for which the employee is qualified. Employees selected to fill openings created by persons on military leave will be employed on a provisional basis. For all other purposes, the same provision as outlined under Leave Without Pay will govern. Return to employment will be treated as a reinstatement (see 1.06).

5. No employee will be considered for promotion or a higher-level appointment while on military leave status.

6. No part of these Rules and Regulations will supersede applicable state and/or federal law.

7. If the conflict an employee is deployed for is recognized by TCRS, the employee will receive retirement credit by TCRS. If the conflict is not recognized by TCRS the employee will not receive credit.

8. An employee will be permitted to use 30 days of accrued time, other than sick once military orders are in effect.

9. If an employee is on active full duty status and their military pay is less than what their base Sheriff's Office pay is, then the Sheriff's Office will pay the difference.

Pre-Deployment

Prior to a member of the Blount County Sheriff's Office (BCSO) deploying for military service the appropriate Deputy Chief or designee, will provide a copy of the member's deployment orders to the Chief Records Clerk. The Chief Records Clerk will ensure that all policy and procedure steps that should be accomplished prior to the deployment are completed. The Chief Records Clerk will serve as a point of contact for all members of the BCSO that are deploying for military Service to allow for coordination of all benefits and entitlements.

The member will consult the Sheriff or designee prior to their last duty day before the deployment. At that time the Sheriff or designee will conduct an exit interview with the member. During this interview the Sheriff or designee will ensure the member provides valid contact information for any family members to allow for any of their needs to be met during the member's absence as well as provide for a process for communication with the member during their deployment. He will also ensure the employee has relinquished all assigned equipment to the Equipment Custodian for storage during their absence.

Post-Deployment

Upon a member of the BCSO returning from deployment and upon completion of their reconstitution time they will report to the appropriate Deputy Chief or designee on the morning of their first duty day prior to reporting for duty. At that time, the appropriate Deputy Chief or designee will coordinate an interview for the member with the Sheriff or designee. Upon completion of the interview the member will report to the Chief Records Clerk for final in-processing. The member will contact the Equipment Custodian for the re-issue of assigned equipment and the appropriate Deputy Chief or designee will contact the training function to coordinate any new initial, refresher or requalification training that may be required for the member. Upon successful completion of the designated training the member may return to duty.

G. Bereavement Leave

An employee may be granted up to 3 workdays of bereavement leave for the death of a close family member (see definition in 1.01). This leave must be taken immediately prior or subsequent to the day of a burial service (or equivalent), including the day of burial services (or equivalent). The Chief Deputy may grant exceptions to this by granting additional time under unusual circumstances.

H. Maternity Leave

1. Pregnancy, childbirth, and related conditions will be treated the same as any other temporary medical disability with regard to leave policies. Leave is available under the same terms and conditions as for other similar purposes, for a period not to exceed 4 months that is counted as part of the Family Medical Leave Act (FMLA), entitling employees for up to 12 weeks leave for maternity. In addition to any other accrued paid leave, Blount County will

allow up to 6 weeks of paid maternity leave, depending on the amount of FMLA available to full-time regular employees on the following terms and conditions:

a. The employee must have been employed by the county for at least 12 consecutive months as a full time employee.

b. In cases of adoption or foster care, the child must be under the age of 1 year at the time of placement.

c. The employee must give at least 3 months advance notice of the anticipated date the leave is to begin, except in cases of emergency.

d. The entitlement to leave begins on the date of birth or placement, and ends 6 weeks thereafter.

e. Unused maternity leave cannot be carried over or used for any other purpose, and an employee will not be compensated for any unused maternity leave.

f. Paid leave taken by an employee in connection with birth or placement of a child for adoption or foster care will be counted as part of the employee's 12-week entitlement under the Family and Medical Leave Act.

2. Tennessee law requires that the following provisions be included in this manual. The provisions may or may not apply, depending upon the circumstances, as stipulated in *TCA 4-21-408. Maternity Leave:*

a. A female employee who has been employed by the same employer for at least 12 consecutive months as a full-time employee as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed 4 months for pregnancy, childbirth, and nursing the infant where applicable (such period to be hereinafter referred to as "maternity leave").

b. A female employee who gives at least 3 months advance notice of her anticipated date of departure for maternity leave, her length of maternity leave, and her intention to return to full-time employment after maternity leave, shall be restored to her previous or a similar position with the same status, pay, length of service credit, and seniority, wherever applicable, as of the date of her leave.

c. A female employee who is prevented from giving 3 months advance notice because of a medical emergency that necessitates maternity leave beginning earlier than originally anticipated, will not forfeit her rights and benefits under this part solely because of her failure to give 3 months advance notice.

d. Maternity leave may be with or without pay at the discretion of the employer. Maternity leave will not affect the employee's right to receive

vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which she was eligible at the date of her leave, and any other benefits or rights of her employment incident to her employment position; provided, that the employer need not provide for the cost of any benefits, plans, or programs during the period of maternity leave unless such employer so provides for all employees on leave of absence.

e. If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer will not be liable under this part for failure to reinstate the employee at the end of her maternity leave period.

f. The purpose of this section is to provide leave time to female employees for pregnancy, childbirth, and nursing the infant, where applicable; therefore, if an employer finds that the female employee has used the period of maternity leave to actively pursue other employment opportunities, or if the employer finds that the employee has worked part-time or full-time for another employer during the period of maternity leave, then the employer will not be liable under this section for failure to reinstate the employee at the end of her maternity leave.

g. Whenever the employer determines that the employee will not be reinstated at the end of her maternity leave because her position cannot be filled temporarily, or because she has used maternity leave to pursue employment opportunities or to work for another employer, the employer will so notify the employee.

h. Nothing contained within the provisions of this section will be construed to:

   1) Require any employer to provide maternity leave to male employees.
   2) Apply to any employer who employs fewer than 100 full-time employees on a permanent basis at the job site or location.

i. The Federal Pregnancy Discrimination Act (PDA) amendment to the Civil Rights Act of 1964 prohibits employment discrimination against women on the basis of pregnancy, childbirth, or related medical conditions. This means that pregnancy-related conditions must be treated the same as any other temporary medical incapacity. The PDA applies to employers who have 15 or more employees. The term "employees" includes local government employees, but does not include elected officials and their personal staff, or policy-making appointees.

I. Personal Hours

1. An employee who works in administration, or is exempt from overtime policies and procedures as determined by FLSA, is eligible for personal hours based on the chart on page 3-3.

2. Personal hours may be used to attend to personal needs, and may be

approved in advance by the appropriate supervisor.

3. Personal hours may not be carried over to the next year.

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

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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Human Resources Manual Chapter 5
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*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 5, Disciplinary Procedures*	*Distribution:* *All Personnel*
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.

Blount County Sheriff's Office
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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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Human Resources Manual Chapter 5
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.

Blount County Sheriff's Office
Human Resources Manual Chapter 5
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: 12/21/2023* *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	

6.02 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. Supervisors will ensure that employees limit the hours of secondary employment so as not to interfere with their duties and not become fatigued to the point of decreasing their job performance.
3. Secondary employment will not bring discredit to the Sheriff's Office as determined by the Sheriff and Chief Deputy.
4. Employees may not work in secondary employment if they have not completed their initial probationary period, and if promoted, may be required to limit secondary employment activities as a result of increased duties and responsibilities.
5. Employees will not engage in secondary employment where they are employed by a business or establishment where alcoholic beverages are the primary source of income.

B. 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*
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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

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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 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.

Blount County Sheriff's Office
Human Resources Manual Chapter 8
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.

Blount County Sheriff's Office
Human Resources Manual Chapter 8
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.

Blount County Sheriff's Office
Human Resources Manual Chapter 8
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 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 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: 07/14/2020* *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	

9.01 Commendations

A. Commendation of Valor

The Commendation of Valor is awarded to a deputy or corrections officer who demonstrates gallantry and extraordinary heroism that must be so exceptional that the employee, while fully aware of the imminent threat to their own personal safety, assumed a voluntary course of action above and beyond the call of duty at the risk of their own life. This commendation is the highest decoration conferred by the Sheriff's Office.

B. Commendation of Excellence

The Commendation of Excellence is awarded to a deputy or corrections officer who demonstrates bravery at the imminent risk of serious bodily injury in performing a voluntary course of action in an extremely dangerous situation by which the omission of the action would not have subjected the employee to censure for failure in the performance of duty. The Commendation of Excellence is the second highest commendation conferred by the Sheriff's Office.

C. Commendation of Merit

The Commendation of Merit is awarded to a sworn or civilian member of the Sheriff's Office who provides outstanding service to the Sheriff's Office and community. Meritorious service is an exceptional accomplishment with an easily determined beginning and end that was carried through to its completion. The length of time involved is not a consideration, but the speed of accomplishment may be a factor in determining the worth of an enterprise. Above average performance of duty is not an adequate basis for this award. The Commendation of Merit is next in prominence to the Commendation of Excellence.

D. Sheriff's Commendation

The Sheriff's Commendation is awarded to a sworn or civilian member of the Sheriff's Office who exhibits outstanding service through the performance of a single task. Above average performance of duty is not an adequate basis for this award. The performance must reflect exceptional achievement and bring credit upon the employee and the Sheriff's Office. The Sheriff's Commendation is next in prominence to the Commendation of Merit.

E. Commander's Commendation

The Commander's Commendation is awarded to a sworn or civilian member of the Sheriff's Office who exhibits exceptional performance in the accomplishment of a difficult task or assignment. The accomplishment must bring credit upon the employee and the Sheriff's Office. The Commander's Commendation is next in prominence to the Sheriff's Commendation.

F. Law Enforcement Commendation

The Law Enforcement Commendation is awarded to a law enforcement officer from another agency who brings credit to themselves, their agency, and the Blount County Sheriff's Office for an exceptional act clearly resulting in the saving of a life, or performing an act of valor that aids someone who is clearly in need, and who goes above and beyond for an individual, while the law enforcement officer is on or off duty and within the jurisdiction of Blount County Tennessee. The Law Enforcement Commendation is next in prominence to the Commander's Commendation.

Blount County Sheriff's Office
Human Resources Manual Chapter 9
9.02

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)

Blount County Sheriff's Office
Human Resources Manual Chapter 10
10.00

Written Directive Subject: *Chaplain's Program*	*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 10, Chaplain's Program*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

10.00 Chaplain's Program

The purpose of this directive is to establish operation procedures, guidelines, duties, and responsibilities of the Chaplain Corps for the Blount County Sheriff's Office.

The Chaplain Corps is intended to support the mission of the Blount County Sheriff's Office in providing a source of strength to Sheriff's Office employees, their families, and the community. The Chaplain Corps supports employees in the handling of crisis situations, comforts victims and their families when accidents occur and criminal incidents are committed, and provides counseling and other ministerial functions that may be needed.

A. Definitions

1. **Chaplaincy:** A voluntary, ecumenical ministry to the citizens of Blount County and the personnel of the Blount Count Sheriff's Office.

2. **Chaplain Coordinator:** Responsible for the functioning of the Chaplain Corps in accordance with the Blount County Sheriff's Office guidelines, and serves at the discretion of the Sheriff.

3. **Chaplain Board:** Responsible for review of potential applicants to the Chaplain Corp. Upon review of all elements of the selection process, the Review Board will make the final determination on selection to the Chaplain Corp. The Review Board will be made up of: The Chief Deputy, Chaplain Coordinator, 2 current chaplains appointed by the Sheriff, as well as representatives from Corrections, Criminal Investigations and Patrol. The Chief Deputy will serve as Chairman of the Chaplain Review Board.

B. Chain of Command

1. Sheriff

2. Chief Deputy
3. Chaplain Coordinator
4. Deputy Chaplain

C. Chaplain Corps Selection Process

1. An interview is held with the Chaplain Coordinator to fully explain the chaplain program and to emphasize the nature of a chaplain's service to the area. It is to be stressed that this is an avenue of service and not of evangelism.

2. Submit an application to the Chaplain Coordinator accompanied by a statement of personal faith and church attendance.

3. A background check of the applicant will be made by the Sheriff's Office, and all references will be contacted.

4. Applicants will meet all requirements set, and attend and complete a Chaplains Academy that will include being fingerprinted and having I.D. photos taken.

5. Each Deputy Chaplain will serve a probationary period of 1 year, during which time he or she may be terminated without exceptions.

6. Those who have been selected to the Chaplain Corp but are awaiting the Chaplain Academy may be permitted to perform the duties of a Chaplain but only under the direct supervision of a Chaplain who is active in good standing and has completed the Chaplain Academy.

D. General Duties

1. Respond to assignments made by a Sheriff's Office supervisor or Communications Center dispatcher.

2. Assist in making death notifications or such other notifications as requested by medical personnel or deputies.

3. Assist at scenes of trauma in counseling and assisting victims, friends, or family members as requested by deputies.

4. Assist in such ways as needed and requested by law enforcement personnel.

5. Perform and assist in memorial services.

6. Visit Sheriff's Office personnel and families while in the hospital.

7. Assist in areas of training as requested.

8. Attend regular scheduled Chaplain Meetings.

E. Responsibilities

1. Deputy Chaplains will serve a minimum of one on call status per rotation, and will be provided with a county vehicle, cell phone, and a police radio.

2. On call status will be determined by the Chaplain Coordinator.

3. Report any equipment malfunctions to the Chaplain Coordinator as soon as possible.

4. In case of vehicle damage, notify a Shift Supervisor immediately.

5. Notify a victim's own clergy, or other support person, as quickly as possible. Make proper referrals in unique cases that need specialized attention.

6. Be familiar with Sheriff's Office policies and procedures regarding the Code of Conduct and Code of Ethics, the use of law enforcement vehicles and care of equipment.

7. The on-duty Chaplain is the only one authorized to drive the car, and seat belts will be used at all times for the driver and passengers.

8. Know the Sheriff's Office policies and procedures governing the use of the radio.

9. Deputy Chaplains do not have police duties or responsibilities, and will not take police action when performing in their official capacity. Deputy Chaplains will not carry firearms, chemical spray, or any other lethal or less lethal weapons unless they are first approved by the Chief Deputy, and thereafter only after proper training to carry such.

F. Response to calls

1. Deputy Chaplains will at all times obey all traffic laws as pursuant to T.C.A.

2. When called to the hospital, cooperate fully with Sheriff's Office personnel. Use the phone to keep the Communications Center informed of actions taken or assistance needed.

3. Deputy Chaplains will not respond to any call as the initial unit. If a Deputy Chaplain is the first to arrive on a scene, he or she will wait until uniformed personnel arrive prior to entering a scene.

4. The Communications Center will contact a Deputy Chaplain from an on-call list maintained at the Communications Center when such service is needed.

5. If there is no response to the call or page within 20 minutes, the Communications Center will contact the Chaplain Coordinator.

G. Confidentiality

1. Confidential communication, including confession to a criminal act made to any Deputy Chaplain, will be considered privileged communication and will not be

violated. Any member of the Chaplain Corps making communications that is not kept in confidence will be dismissed from the program immediately (with the exception of child abuse, which must be reported immediately to the on duty Patrol Supervisor pursuant to T.C.A.)

2. Deputy Chaplains will not release any information to the news media, insurance companies, or any entity in regards to any case they are involved in or have knowledge of. All information should be held in confidence. Inquiries should be referred to the Public Information Officer.

3. Any communication by an employee or an employee's family member to a Deputy Chaplain will be kept confidential.

H. Training

1. Deputy Chaplains will attend, and successfully complete, a Chaplains Academy that will be scheduled by the Chaplain Coordinator and/or the Chief Deputy.

2. In-service training will be offered at scheduled meetings.

3. The Chaplain Coordinator will maintain records of training.

I. Grievances and Complaints

1. Any Deputy Chaplain who publicly criticizes the actions of any Sheriff's Office employee, or any other Deputy Chaplain, will be subject to immediate dismissal.

2. A Deputy Chaplain having a grievance about the performance of an employee, another Deputy Chaplain, or the Chaplain Coordinator, will put the grievance in writing. The grievance will be forwarded to the Chief Deputy who will forward to the Chaplain Board if needed.

J. Discipline

1. Documentation:

   a. All complaints concerning the performance of a Deputy Chaplain will be made in writing, signed by the person offering the complaint, and given to the Chaplain Coordinator. The complaint will then be forwarded to Chaplain Board through the Chief Deputy for review and possible action.

   b. No complaint will be accepted verbally.

2. Review and Action:

   a. The Chaplain Board will review complainants and/or problems regarding the performance of any Deputy Chaplain.

   b. The Chaplain Board will make every effort made to resolve the issue(s) noted in the complaint.

3. No Deputy Chaplain will fail to be present for scheduled duty, or refuse to take an assignment, without justifiable reason. Failure to respond when called will be considered cause for discipline up to and including dismissal from the program.

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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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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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Agreement for Training Expense Reimbursement

I, _____, understand and agree that in consideration of my acceptance of employment and training from the Blount County Sheriff's Office that I will reimburse the County for all costs and expenses related to my employment subject to the following terms and conditions:

1. In the event I voluntarily resign from the Blount County Sheriff's Office during my initial probation period (at least one (1) year after date of employment), I agree to pay one hundred percent (100%) of the costs and expenses incurred by the Sheriff's Office, as determined by the Deputy Chief of Administration based on actual costs of training, equipment, and supplies expended in the training process.

2. In the event I voluntarily resign from the Blount County Sheriff's Office during the second year of my employment, I agree to pay fifty percent (50%) of the costs and expenses incurred by the Sheriff's Office, as determined by the Deputy Chief of Administration based on actual costs of training, equipment, and supplies expended in the training process.

3. In the event I voluntarily resign from the Blount County Sheriff's Office during the third year of my employment, I agree to pay twenty-five (25%) of the costs and expenses incurred by the Sheriff's Office, as determined by the Deputy Chief of Administration based on actual costs of training, equipment, and supplies expended in the training process.

I understand this agreement does not constitute an employment contract, and that this agreement does not grant me any rights or benefits from the Blount County Sheriff's Office, and does not require the Sheriff's Office to offer me a position of employment or change the status of my initial one (1) year probationary period. I understand that if I successfully complete a one (1) probationary period that this agreement does not alter or effect any other terms or conditions of my employment with the Sheriff's Office.

I understand that if it becomes necessary to enforce this contract and judgment is entered against me, I will pay all costs and expenses incurred by the Blount County Sheriff's Office including reasonable attorney fees.

Signed this _____ day of _____, 20 ___

Signature _____

Subscribed before me _____ day of _____, 20 ___

Notary Public _____

My Commission expires : _____

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Salary Plan

The Salary Plan is maintained in the office of the Finance Director and may be viewed by all employees upon request. It is also listed on PowerDMS for all employees to view.

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Grievance Reporting Form

It is the policy of the Sheriff's Office to provide a procedure for the mutual adjustment of misunderstandings or disagreements that arise between and among employees and their supervisors, and to assure employees their problems and complaints are considered fairly, impartially, quickly, and without reprisal.

An employee, within 30 working days of an incident or occurrence that creates an alleged grievance, and after making an effort to resolve his or her grievance with their immediate supervisor, will notify their shift Lieutenant in writing of a grievance, with copies forwarded to their Captain, Deputy Chief, and the Chief Deputy. At a minimum, include the following information will be provided in the space provided below:

1. A written statement of the incident or occurrence which gives rise to the grievance and the facts upon which it is based.
2. A written statement of the remedy or adjustment sought.

Employee: _____Date:_____

Grievance:

Remedy Adjustment Requested:

Employee's Signature: _____

_____ _____

Supervisor's Signature Date/Time Received

Supervisor's Response:

Within 10 working days of receipt of a written grievance, the employee's Supervisor will respond in writing to the employee. The written response will include, at a minimum:

1. Date and time the grievance was received.
2. Analysis of the facts or allegations.
3. Affirming or denying, in writing, the allegations in the grievance.
4. Identifying the remedy or adjustment, if any, to be made.

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Signature of Supervisor Date

_____ _____

Signature of Employee Date

Next in Command Response: Date/Time Received: _____

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Reviewer's Signature and Title Date

_____ _____

Employee's Signature Date

Deputy Chief's Response: Date/Time Received: _____

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Reviewer's Signature and Title Date

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Employee's Signature Date

Chief Deputy's Response: Date/Time Received: _____

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Chief Deputy's Signature Date

_____ _____

Employee's Signature Date

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Worker's Compensation Panel of Physicians Request Form

This form is a standard form not generated by the Sheriff's Office and is not on the computer network. Copies of this form are available from supervisors and must be used in conjunction with an employee's injury or illness in order to receive workmen's compensation benefits.

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Tennessee Employer's First Report of Work Injury Form

This form is a standard form not generated by the Sheriff's Office and is not on the computer network. Copies of this form are available from supervisors and must be used in conjunction with an employee's injury or illness in order to receive workmen's compensation benefits.

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Request for Leave Form

This form is a standard form but is not on the computer network. Copies of this form are available from supervisors and must be used in conjunction with Chapter 3, Leaves of Absence.

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Sick Leave Request Form

This form must be turned into the employee's immediate supervisor, and a copy provided to the Payroll Clerk in the Records Office, when:

1. An employee is out due to illness or injury for 3 consecutive days (as per HR Manual, Section 3.02, Sick Leave).

2. The employee goes to an Emergency Room for any treatment, or is hospitalized for any non-work-related reason, for any length of time.

A doctor's statement indicating the extent of injury or illness, and an authorization to return to work including, if applicable, any limitations on an employee's ability to work, must be attached.

Employee's Name

Beginning Date of Sick Leave Request: _____

Ending Date of Sick Leave Request:_____

Date Received by Payroll Clerk: _____

If not returned to work, employee's projected date of return: _____

Comments:

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Standardized Performance Evaluation Guidelines

PATROL

Introduction

The heart of the Performance Management System is the evaluation of employees by their supervisors based on standards and expectations that have been previously communicated. These guidelines being prepared for each function are designed to assist supervisors (in what is admittedly a subjective process) by presenting the performance dimensions that are to be used in a function's evaluation program and then providing basic information on the expectations surrounding each standard that has been developed for each dimension. It is impossible to ensure that every supervisor rates his or her employees as all other supervisors rate theirs, but it is hoped these guidelines will provide the best opportunity to have as objective evaluation process as possible. As with anything else, the quality of the output is often only as good as the quality of the input, meaning it will be up to each supervisor to work within these guidelines and not hesitate to ask questions and seek assistance whenever they have problems.
The performance dimensions, standards, and guidelines presented below may be changed at any time the supervisors in the function feel they need to be. These guidelines should always be considered a draft in progress and never considered the "final word." Jobs change, laws change, organizations change, and so on, making it essential that all supervisors, working as a team, review these guidelines during and after each rating period to ensure they are still valid.

The Rating Process

When rating employees, the goal is for everyone to score 4, or for everyone to meet the expectations of their job. It should not be easy to score a 4, and every effort should be made to avoid the easy way out by rating all of your employees the same way. There aren't many employees who do not have a few problem areas among the standards that need to be rated, and it is a disservice to them to not point out where they may not be meeting the standards set forth by your function and/or unit. If you have an employee who is failing in a certain performance standard, but you know he or she should be able to perform up to the standards, score them with a 3 for that standard and explain where they may be failing to meet the standard. Obviously if they are rated with a 1 or 2, you have recognized serious problems that must be corrected in order for the employee to continue to work in that job. The same goes for those who are exceeding expectations. Encourage these employees to continue to exceed, and if you feel you can clearly justify a higher rating, do so.

Dimensions and Performance Standards

Presented below are the dimensions that have been identified as critical to the performance of jobs in this function, and more importantly, the performance standards that have been identified within each dimension. You will need to read each of these carefully prior to rating your employees. If you feel any of these need to be changed, contact your function Captain or Deputy Chief who will get with the Deputy Chief of Administration or designee to address the concerns.

Adaptability/Attitude

Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees.

Acceptance of feedback - *Evaluates the way the employee accepts the supervisor's criticism and how that feedback is used to improve performance.*

(1 to 3) ***Unsatisfactory*** - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism as a personal attack.

(4) ***Meets Expectations*** - Accepts criticism in a positive manner and applies it to improve performance and further learning.

(5 to 7) ***Exceeds Expectations*** - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

Attitude Towards Work in Law Enforcement - *Evaluates how the employee views career in terms of personal motivation, goals, and acceptance of the responsibility of the job.*

(1 to 3) ***Unsatisfactory*** - Sees career only as a job, uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession.

(4) ***Meets Expectations*** - Demonstrates an active interest in his or her career and in law enforcement responsibilities.

(5 to 7) ***Exceeds Expectations*** - Uses off-duty time to further professional knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibility.

Voice Command - *Evaluates the employee's ability to gain and maintain control of situations through verbal command and instruction.*

(1 to 3) ***Unsatisfactory*** - Speaks too softly or timidly, speaks too loudly, confuses or angers listeners by what is said and/or how it is said. Fails to use voice when appropriate or speaks when inappropriate.

(4) ***Meets Expectations*** - Speaks with authority in a calm, clear voice and uses proper selection of words and knowledge of when and how to use them.

(5 to 7) ***Exceeds Expectations*** - Completely controls with voice tone, word selection, inflection, and the bearing that accompanies what is said. Restores order in even the most trying situations through the use of voice.

Physical Skill - *Evaluates the employee's ability to use proper level of force for the given situation.*

(1 to 3) ***Unsatisfactory*** - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraint.

(4) ***Meets Expectations*** - Obtains and maintains control through use of the proper amounts and techniques of force application.

(5 to 7) ***Exceeds Expectations*** – Employee displays an excellent knowledge and ability in the use of restraints. Selects the right amount of force for the given situation. Is in good physical condition.

Decision Making

The ability to give proper consideration to all possible alternative courses of action and make the proper decision for the proper circumstances. The ability to make those decisions under stress and with little time to act.

Decision Making - *Evaluates the employee's performance in terms of arriving at sound judgments and making proper decisions.*

(1 to 3) ***Unsatisfactory*** - Acts without thought or good reason. Is often indecisive and naive. Cannot recall previous solutions and apply them in like situations.

(4) ***Meets Expectations*** - Able to reason to make a sound, timely decision in routine situations. Decisions made are reasonable, based upon information available. Perceives situations as they really are. Makes decisions without assistance.

(5 to 7) ***Exceeds Expectations*** - Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Relates past solutions to present problems.

Problem Solving

Ability to manage complex and stressful situations with the ability to identify possible problems in a timely manner. The ability to identify and evaluate potential solutions and the positive or negative impact they could have on public and personnel safety and welfare. The ability to apply Sheriff's Office policy, state law, and federal law to all possible solutions and choose the most appropriate action.

Problem Solving- Evaluates the employee's performance in terms of ability to perceive problems or potential problems. The ability to evaluate possible solutions and choose the most appropriate for the solution.

(1 to 3) ***Unsatisfactory-*** Is unable to identify problems or potential problems. If the problem is identified they cannot reason through it and come to a sound, acceptable solution.

(4) ***Meets Expectations-*** Able to reason through a problem and come to an acceptable conclusion in routine situations. Readily identifies problems and applies appropriate solutions in a timely manner.

(5 to 7) ***Exceeds Expectations-*** Able to reason through even the most complex situations and is able to reach the appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolution in advance.

Dependability

Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.

Punctuality – Evaluates the employee's ability to attend to scheduled activities when required and in a manner necessary to attend to whatever duties and responsibilities that may be required.

(1 to 3) ***Unsatisfactory*** – Consistently fails to appear at scheduled events and activities such as roll call, training, court, etc. Not ready to perform required duties and responsibilities when appearing for scheduled activities.

(4) ***Meets Expectations*** – Appears at scheduled events and activities ready to perform required duties and responsibilities.

(5 to 7) ***Exceeds Expectations*** – Consistently appears at scheduled events and activities with equipment ready for whatever duties are required.

Self-Initiated Activity - Evaluates the employee's ability to recognize, determine course of action, and use available resources to get the job, task, or scheduled or unscheduled activity done with minimum supervision.

(1 to 3) ***Unsatisfactory*** - Does not see or avoids tasks that are apparent to other deputies. Must be told by other deputies or supervisors to do tasks or they will not get done. Employee must be followed up on or activity may or may not get done.

(4) ***Meets Expectations*** - Recognizes and identifies tasks that must be performed and gets them done with minimum supervision. Usually no follow up is necessary with trainee.

(5 to 7) ***Exceeds Expectations*** - Is constantly aware of his or her surroundings and the tasks that have to be done to safely and completely do the job as required. Keeps co-workers conscious of duties that are to be completed when they do not see or remember them. Work never needs to be checked or followed up on.

Professional Image

Presenting and maintaining a professional appearance through grooming, dress, and personal actions, including proper maintenance and usage of all assigned equipment.

General Appearance - Evaluates physical appearance, dress, and demeanor.

(1 to 3) ***Unsatisfactory*** - Shoes are dirty and uniform is wrinkled and improperly worn. Hair is not properly groomed and/or in violation of Sheriff's Office regulations. Personal equipment is missing or inoperative. Consistently has offensive body odor and/or bad breath.

(4) ***Meets Expectations*** - Uniform is neat and clean and worn properly. Weapon, leather, equipment is clean and operative. Hair within regulations, shoes are shined and clean.

(5 to 7) ***Exceeds Expectations*** - Uniform is neat and clean. Leather and shoes are shined and clean. Displays command bearing.

Communication/Relationships

Ability to interact with citizens and other employees in an appropriate and effective manner, and effectively express and communicate ideas in writing, orally, and through non-verbal behavior.

With Citizens: General - Evaluates the employee's ability to interact with citizens (including suspects) in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** - Abrupt, belligerent, overbearing, arrogant, and uncommunicative. Overlooks or avoids "service" aspect of job. Introverted, insensitive, and uncaring.

(4) ***Meets Expectations*** - Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner and is service oriented.

(5 to 7) ***Exceeds Expectations*** - Is very much at ease with citizen contacts. Quickly establishes rapport and leaves people with the feeling that the deputy was interested in serving them. Is objective in all contacts.

With Ethnic Groups Other than his Own - Evaluates the employee's ability to interact with members of ethnic or racial groups other than own, in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** - Is hostile or overly sympathetic. Is prejudicial, subjective, and biased. Treats members in this grouping differently than members of own ethnic or racial group would be treated.

(4) ***Meets Expectations*** - Is at ease with members of other ethnic/racial groups. Serves their need objectively and with concern. Does not feel threatened when in their presence.

(5 to 7) ***Exceeds Expectations*** - Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

With Other Sheriff's Office Employees - Evaluates the employee's ability to effectively interact with other employees of various ranks and in various capacities.

(1 to 3) ***Unsatisfactory*** – Patronizes other employees and superiors, or is antagonistic towards them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instructions. Considers him or herself superior. Belittles others. Is not a "team" player. Frowns on others.

(4) ***Meets Expectations*** - Adheres to the chain of command and accepts role in the organization. Good peer relationships and is accepted as a group member.

(5 to 7) ***Exceeds Expectations*** - Is at ease in contact with superiors. Understands superiors' responsibilities, respects and supports their position. Peer-group leader.

Use of Routine Forms (Accuracy/Completeness) - Evaluates employee's ability to properly utilize forms necessary to job accomplishment.

(1 to 3) ***Unsatisfactory*** - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

(4) ***Meets Expectations*** - Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

(5 to 7) ***Exceeds Expectations*** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

Report Writing (Organization/Details) - Evaluates the employees' ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

(1 to 3) ***Unsatisfactory*** - Unable to organize information and reduce it to writing. Leaves out pertinent details in report.

(4) ***Meets Expectations*** - Completes reports, organizing information in a logical manner. Reports contain the required information and details.

(5 to 7) ***Exceeds Expectations*** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that reader understands what occurred.

Report Writing (Grammar/Spelling/Neatness) - Evaluates the employee's ability to use proper English, to follow the rules for spelling, and to write neatly.

(1 to 3) ***Unsatisfactory*** - Reports are illegible and contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.

(4) ***Meets Expectations*** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.

(5 to 7) ***Exceeds Expectations*** - Reports are very neat and legible containing no spelling or grammar errors.

Report Writing (Appropriate Time Used) - Evaluates the employee's efficiency relative to the amount of time taken to write a report.

(1 to 3) ***Unsatisfactory*** - Requires an excessive amount of time to complete a report.

(4) ***Meets Expectations*** - Completes reports within a reasonable amount of time.

(5 to 7) ***Exceeds Expectations*** - Completes reports very quickly and accurately.

Job knowledge

Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.

Knowledge of Department Policies and Procedures - Evaluates employee's knowledge of Sheriff's Office procedures and ability to apply this knowledge under field conditions.

(1 to 3) ***Unsatisfactory*** - Fails to display knowledge of Sheriff's Office policies/regulations or violates them.

(4) ***Meets Expectations*** - Familiar with most commonly applied Sheriff's Office policies/regulations and complies with them.

(5 to 7) ***Exceeds Expectations*** - Has an excellent working knowledge of department policies/regulations, including less known and seldom used ones.

Knowledge of Criminal Statutes – Evaluates employee's knowledge of the criminal statutes and ability to apply that knowledge to field situations.

(1 to 3) ***Unsatisfactory*** - Does not know the elements or basic sections of the codes. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes.

(4) ***Meets Expectations*** - Recognizes commonly encountered criminal offenses and applies appropriate section of the code. Knows difference between criminal and non-criminal activity.

(5 to 7) ***Exceeds Expectations*** - Has outstanding knowledge of the criminal codes and applies that knowledge to normal and unusual criminal activity.

Knowledge of Traffic Codes - Evaluates employee's knowledge of traffic codes and ability to apply that knowledge to field situations.

(1 to 3) ***Unsatisfactory*** - Does not know the most often used sections of the Code and does not recognize offenses when committed.

(4) ***Meets Expectations*** - Knows and recognizes commonly encountered traffic violations and applies appropriate Code sections.

(5 to 7) ***Exceeds Expectations*** - Has outstanding knowledge of the traffic codes and applies that knowledge to his or her daily activities.

Knowledge of Codes of Criminal Procedure – Evaluates employee's knowledge of criminal procedures, including laws of arrest and search/seizure. Evaluates ability to apply those procedures to field situations.

(1 to 3) ***Unsatisfactory*** - Violates procedural requirements and attempts to conduct illegal searches, attempts to seize evidence illegally, and attempts to arrest unlawfully.

(4) ***Meets Expectations*** - Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Arrests are made within legal guidelines.

(5 to 7) ***Exceeds Expectations*** - Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, and affecting arrests.

Court Testifying - *Evaluates employee's skill for testifying in court.*

(1 to 3) ***Unsatisfactory*** - Fails to study case prior to presentation. Testimony is not clear, concise, and relevant. Employee is hostile to the defense attorney, district attorney, or judge.

(4) ***Meets Expectations*** - Presents the facts of the case in a clear, concise, and relevant manner, and is seldom requested to explain his/her testimony. Employee is polite to court officials.

(5 to 7) ***Exceeds Expectations*** - Has a full understanding of proper courtroom demeanor. Prepares cases in such a manner as to be totally familiar with the facts.

Driving Skills (Normal Conditions) - Evaluates employee's skill in the operation of the police vehicle under normal driving conditions.

(1 to 3) ***Unsatisfactory*** - Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation.

(4) ***Meets Expectations*** - Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining alertness to surrounding activity. Drives defensively.

(5 to 7) ***Exceeds Expectations*** - Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio and observing traffic. Is a superior defensive driver.

Driving Skills (Moderate and High Stress Conditions) – Evaluates employee's skill in vehicle operations under emergency situations and in situations calling for other than usual driving skill.

(1 to 3) ***Unsatisfactory*** - Involved in chargeable accidents. Uses warning lights and siren unnecessarily or improperly. Drives too fast or too slow for the situation. Loses control of the vehicle.

(4) ***Meets Expectations*** - Maintains control of vehicle and evaluates driving conditions properly.

(5 to 7) ***Exceeds Expectations*** - Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Practices defensive techniques. Responds very well relative to the degree of stress present.

Orientation/Response Time to Calls - *Evaluates employee's awareness of surroundings, ability to find locations, and arrive at destination within an acceptable period of time.*

(1 to 3) ***Unsatisfactory*** - Unaware of location while on patrol. Does not properly use maps. Unable to relate location to destination. Gets lost. Expends too much time getting to destination.

(4) ***Meets Expectations*** - Is aware of location while on patrol. Properly uses maps. Can relate location to destination. Arrives within reasonable amount of time.

(5 to 7) ***Exceeds Expectations*** - Remembers locations from previous visits and does not need a map to get there. Is aware of shortcuts and utilizes them to save time. High level of orientation to the area.

Field Performance (Non-Stress Conditions) - Evaluates the employee's ability to perform routine, non-stress law enforcement activities.

(1 to 3) ***Unsatisfactory*** - When confronted with a routine task, becomes confused and disoriented. Unable to determine course of action or takes wrong course of action. Avoids taking course of action.

(4) ***Meets Expectations*** - Properly assesses routine situations, determines appropriate action, and takes action.

(5 to 7) ***Exceeds Expectations*** - Properly assesses situations including unusual or complex ones. Determines appropriate course of action and takes it.

Field Performance (Stress Conditions) - Evaluates the employee's ability to perform in moderate to high stress situations.

(1 to 3) ***Unsatisfactory*** - Becomes emotional, is panic-stricken, cannot function, holds back, loses temper, or displays cowardice. Overreacts.

(4) ***Meets Expectations*** - Maintains calm and self-control, determines proper course of action and takes it. Does not allow the situation to further deteriorate.

(5 to 7) ***Exceeds Expectations*** - Maintains calm and self-control in even the most extreme situations. Quickly restores control in a situation and takes command. Determines best course of action and takes it.

Investigative Skill - Evaluates employee's ability to conduct a proper investigation with an emphasis on crime scene investigation procedures.

(1 to 3) ***Unsatisfactory*** - Conducts investigations improperly and is unable to accurately diagnose offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or protecting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene.

(4) ***Meets Expectations*** - Follows proper investigation procedure in all but most difficult and/or unusual cases. Is generally accurate in diagnosis of nature of offense committed. Collects, tags, logs, and protects evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.

(5 to 7) ***Exceeds Expectations*** - Always follows proper investigation procedures, and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent. Has the skills of a Crime Scene Investigator relating to the collection and identification skills. Can collect "readable" fingerprints from any possible surface when available.

Interview/Interrogation Skills - *Evaluates the employee's ability to use proper questioning techniques; to vary techniques to fit person being interviewed/interrogated; to follow proper procedures.*

(1 to 3) ***Unsatisfactory*** - Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to give Miranda warning.

(4) ***Meets Expectations*** - Generally uses proper questioning techniques. Elicits most available information and records it. Establishes proper rapport with most victims/witnesses. Controls the interrogation of most suspects and generally conducts a proper Miranda admonition.

(5 to 7) ***Exceeds Expectations*** - Always uses proper questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of them.

Self-Initiated Field Activity - *Evaluates the employee's interest and ability to initiate law enforcement-related activity, and to act on even low-priority situations.*

(1 to 3) ***Unsatisfactory*** - Does not see or avoids activity. Does not follow up on situations. Rationalizes suspicious circumstances. Does not have a broad orientation to the job.

(4) ***Meets Expectations*** - Recognizes and identifies law enforcement-related activity. Has a broad orientation to the job, including low-priority activity.

(5 to 7) ***Exceeds Expectations*** - Seldom misses observable activity. Makes good quality arrests and/or proper dispositions from observed activity. Thinks well "on their feet".

Officer Safety (General) - *Evaluates the employee's ability to perform law enforcement tasks without injuring self or others, or exposing self or others to unnecessary danger/risk.*

(1 to 3) ***Unsatisfactory*** - Fails to follow accepted safety procedures or to exercise officer safety, such as:

- Exposes weapons to suspect (baton, handgun, etc,)
- Fails to keep gun hand free during enforcement situations.
- Stands in front of violator's car door.
- Fails to control suspect's movement.
- Does not keep suspect/violator in sight.
- Fails to use illumination when necessary or uses it improperly.
- Fails to utilize or maintain personal safety equipment.
- Does not anticipate potentially dangerous situations.
- Stands too close to passing vehicular traffic.
- Is careless with gun and other weapons.
- Stands in front of doors when knocking.

- Makes poor choice of which weapon to use and when to use it.
- Fails to cover other deputies.
- Stands between police and violator's vehicle on car stop.

(4) ***Meets Expectations*** - Follows accepted safety procedures. Understands and applies them.

(5 to 7) ***Exceeds Expectations*** - Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines the best position for self and partner. Is not overconfident.

Officer Safety (Suspects, Suspicious Persons, and Prisoners) - Evaluates the employee's ability to perform law enforcement tasks in a safe manner while dealing with suspects, suspicious persons, or prisoners.

(1 to 3) ***Unsatisfactory*** - Violates deputy safety principles outlined above. Fails to "pat search," confronting people while seated in the patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage to prevent attack or escape.

(4) ***Meets Expectations*** - Follows accepted safety procedures with suspects, suspicious persons, or prisoners.

(5 to 7) ***Exceeds Expectations*** - Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger from developing.

Physical Fitness

Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

(1 to 3) ***Unsatisfactory*** – Consistently unable to physically perform the duties of the job due to incapacity resulting from mental or physical imparities.

(4) ***Meets Expectations*** – Maintains physical fitness and is able to physically and mentally perform duties and responsibilities in a satisfactory manner.

(5 to 7) ***Exceeds Expectations*** – Follows a program of physical and mental fitness using the equipment in the Sheriff's Office, or participates in a program at a local fitness center, designed to make the employee sound physically and mentally and capable of handling any aspects of the job.

Professional Ethics

A code of moral principles and behaviors of a person with respect to what is right or wrong in dealing with internal values that shape decisions concerning social responsibility.

Professional Ethics- Evaluates the employee's professional principles and behaviors with respect to what is right and wrong while dealing with internal values that are a part of the Sheriff's Office, and shapes decisions concerning social responsibility with respect to the community.

(1 to 3) ***Unsatisfactory-*** Unable to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. Experiences problems in the areas of professional life that reflects negatively on the Blount County Sheriff's Office or the law enforcement profession and / or adversely affects its relationship with the community.

(4) ***Meets Expectations-*** Is able to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and legal and social guidelines of the community. Is able to make appropriate decisions in both professional and personal life. If problems are experienced the employee is able to limit them to minor and deal with them appropriately in a timely manner.

(5 to 7) ***Exceeds Expectations-*** Is able to apply principles and behaviors concerning right and wrong. Lifestyle exceeds the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. The employee sets an example for their peers and / or subordinates to follow.

Care and Use of Equipment

The ability to demonstrate safe and lawful operation of assigned vehicles and equipment in accordance with state law as well as Sheriff's Office Policy and Procedures. The ability to maintain equipment in a clean, dry and serviceable condition.

Care and use of equipment – Evaluates the employee's ability to operate equipment in accordance with state law as well as policy and to maintain it in proper condition.

(1 to 3) ***Unsatisfactory –*** Demonstrates inability to operate assigned vehicle or issued equipment in accordance with state law or policy and procedures of the Sheriff's Office. Does not maintain equipment in a clean, dry and serviceable condition or have needed equipment available for use at all times.

(4) ***Meets Expectations –*** Demonstrates ability to operate assigned vehicle and issued equipment in accordance with state law and policy and procedures of the Sheriff's Office. Maintains equipment in a clean, dry and serviceable condition and has needed equipment available at all times.

(5 to 7) ***Exceeds Expectations –*** Demonstrates ability to operate assigned vehicle and issued equipment in such a manner that is above and beyond what is expected. Exceeds standards set by state law and Sheriff's Office policy and procedure. Maintains equipment in such a way that exceeds the operability and appearance standards and ensures that all needed equipment is readily available at all times and is able to assist peers in times of need.

Knowledge of Policy and Procedures

The understanding of policy and procedures and the ability to conform to them, as well as the ability to apply them to everyday situations.

Evaluates the employee on their ability to recall and apply the policy and procedures of the Sheriff's Office to everyday situations. Also evaluates their ability to conform to these policies even though their personal preference or opinion may differ.

(1 to 3) ***Unsatisfactory –*** Acts without consideration of the policy and procedures of the Sheriff's Office. Cannot or will not apply these policies to themselves or their decision making process.

(4) ***Meets Expectations –*** Acts with due regard and within the perimeters of the policy and procedures of the Sheriff's Office. Conforms to all policy and procedure and is able to apply them to every day decision-making process.

(5 to 7) ***Exceeds Expectations –*** Thinks ahead and considers situations that might result from certain actions taken that could cause conflict between those actions and the policy and procedures of the Sheriff's Office. Able to apply those policies to everyday situations and is able to guide and assist his/her peers in difficult situations.

Personal Development

The motivation and the desire to constantly improve personal skills, ability, and level of education.

Evaluates the employee's motivation and desire to constantly improve themselves. This occurs through the use of all available resources from on the job training to formal education, training, and involvement in special opportunities provided by the law enforcement community.

(1 to 3) ***Unsatisfactory –*** Lacks motivation and desire for self-improvement. Does not participate in opportunities for training and education. Makes no effort to continue the learning process, other than mandatory requirements.

(4) ***Meets Expectations –*** Possesses the desire and motivation for self-improvement. Takes advantage of opportunities to further education, knowledge, and experience.

(5 to 7) ***Exceeds Expectations –*** Has a great desire for self-improvement. Seizes every possible opportunity for education and training. Makes every attempt to gain as much experience as possible in the law enforcement profession.

Community Involvement

Reflects a caring attitude for people in the community. Demonstrates caring attitude by involvement in community activities, organizations, or movements that enhances the quality of life in Blount County.

Evaluates the employee's involvement in community organizations or activities that enhance the quality of life in Blount County. Also reflects the selfless attitude of the employee and willingness to help others.

(1 to 3) ***Unsatisfactory –*** Employee lacks caring attitude for others. Lacks participation in any type of community activity or organization. Refuses to give of themselves for the betterment of the community or others.

(4) ***Meets Expectations –*** Employee is involved in community activities to some extent. Demonstrates a caring attitude for others and seeks to assist others when needed.

(5 to 7) ***Exceeds Expectations –*** Employee is involved in different community activities. Demonstrates a desire to get more involved. Seeks out areas to work in or with and is committed to making Blount County a better place to live and work.

Managerial Skills
(Supervisors Only)

The ability to provide positive reinforcement or constructive criticism, depending on the situation to all subordinates fairly and consistently. The ability to manage and utilize all available resources effectively in any given situation. The ability to coordinate actions between different agencies or functions without conflict to accomplish the task at hand.

Evaluates the employee's ability to counsel subordinates in any situation fairly. To administer discipline fairly and consistently. To manage and coordinate difficult situations with different elements of the Sheriff's Office or other agencies without conflict and with effectiveness.

(1 to 3) ***Unsatisfactory –*** Does not have the ability to encourage or constructively criticize subordinates. Is timid about dealing with

situations where discipline is needed. Cannot fairly and consistently deal with problems. Is unable to manage situations with different elements involved. Unable to compromise and work together with other functions or agencies without conflict.

(4) ***Meets Expectations –*** Has the ability to counsel subordinates in an encouraging manner. Has the ability to criticize in a constructive manner. Has the ability to manage complex situations involving different functions of the Sheriff's Office and other agencies. Is able to coordinate these activities without causing conflict.

(5 to 7) ***Exceeds Expectations –*** Has the ability to counsel others and subordinates in an encouraging manner. Can offer criticism without being condescending. Has the ability to foresee possible conflict in situations and prevent it. Has the ability to manage and coordinate complex situations involving other functions or agencies without problems or conflicts.

Judgment
(Supervisors Only)

Ability to use discretion in evaluating a situation and making a sound decision and using appropriate implementation tactics.

Evaluates the employee's ability to evaluate a situation or set of circumstances and make a sound decision. After making the decision implementing it within the policy and procedures of the Blount County Sheriff's Office as well as state laws.

(1 to 3) ***Unsatisfactory –*** Unable to make a sound decision. Makes decisions that are contrary to the policy and procedure of the Sheriff's Office and/or state law. Cannot appropriately implement a decision after it has been made.

(4) ***Meets Expectations –*** Able to make a sound decision that falls within the guidelines of Sheriff's Office policy and procedure as well as state law. Is able to implement the decision appropriately.

(5 to 7) ***Exceeds Expectations –*** Able to make a sound decision and foresee any problems before they occur. Able to make adjustments as needed to avoid or circumvent problems during the implementation stage.

Professional Qualities
(Supervisors Only)

Characteristics possessed that reflect confidence, experience, and knowledge. Includes all aspects of appearance, presence, and ability to communicate with others. Projects honesty, competence and loyalty.

Evaluates the employee's ability to reflect confidence, experience, knowledge in appearance and presence. Also, their ability to communicate with others and to display honesty, competence and loyalty without the appearance of arrogance.

(1 to 3) ***Unsatisfactory –*** Unable to show confidence. Lacks experience and presence. Unable to communicate clearly with others. Lacks the qualities of honesty and competence. Appearance of arrogance during interaction with others.

(4) ***Meets Expectations –*** Able to demonstrate confidence and experience. Has a presence that reflects honesty and competence. Can communicate clearly and does not appear arrogant. Appearance reflects these qualities.

(5 to 7) ***Exceeds Expectations –*** Shows confidence and experience in all activities. Very presence reflects honesty and competence in everything accomplished. Can communicate well with others in any environment and can do so in a humble and respectful manner. Physical appearance reflects all of these qualities.

Blount County Sheriff's Office
Human Resources Manual
Appendix 14-B

Standardized Performance Evaluation Guidelines
CRIMINAL INVESTIGATIONS

Introduction

The heart of the Performance Management System is the evaluation of employees by their supervisors based on standards and expectations that have been previously communicated. These guidelines being prepared for each function are designed to assist supervisors (in what is admittedly a subjective process) by presenting the performance dimensions that are to be used in a function's evaluation program and then providing basic information on the expectations surrounding each standard that has been developed for each dimension. It is impossible to ensure that every supervisor rates his or her employees as all other supervisors rate theirs, but it is hoped these guidelines will provide the best opportunity to have as objective evaluation process as possible. As with anything else, the quality of the output is often only as good as the quality of the input, meaning it will be up to each supervisor to work within these guidelines and not hesitate to ask questions and seek assistance whenever they have problems.

The performance dimensions, standards, and guidelines presented below may be changed at any time the supervisors in the function feel they need to be. These guidelines should always be considered a draft in progress and never considered the "final word." Jobs change, laws change, organizations change, and so on, making it essential that all supervisors, working as a team, review these guidelines during and after each rating period to ensure they are still valid.

The Rating Process

When rating employees, the goal is for everyone to score 4, or for everyone to meet the expectations of their job. It should not be easy to score a 4, and every effort should be made to avoid the easy way out by rating all of your employees the same way. There aren't many employees who do not have a few problem areas among the standards that need to be rated, and it is a disservice to them to not point out where they may not be meeting the standards set forth by your function and/or unit. If you have an employee who is failing in a certain performance standard, but you know he or she should be able to perform up to the standards, score them with a 3 for that standard and explain where they may be failing to meet the standard. Obviously if they are rated with a 1 or 2, you have recognized serious problems that must be corrected in order for the employee to continue to work in that job. The same goes for those who are exceeding expectations. Encourage these employees to continue to exceed, and if you feel you can clearly justify a higher rating, do so.

Dimensions and Performance Standards

Presented below are the dimensions that have been identified as critical to the performance of jobs in this function, and more importantly, the performance standards that have been identified within each dimension. You will need to read each of these carefully prior to rating your employees. If you feel any of these need to be changed, contact your function Captain or Deputy Chief who will get with the Deputy Chief of Administration or designee to address the concerns.

Adaptability/Attitude

Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees.

Acceptance of Feedback *- Evaluates the way the employee accepts the supervisor's criticism and how that feedback is used to improve performance.*

(1 to 3) ***Unsatisfactory*** - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism as a personal attack.

(4) ***Meets Expectations*** - Accepts criticism in a positive manner and applies it to improve performance and further learning.

(5 to 7) ***Exceeds Expectations*** - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

Attitude Towards Work in Law Enforcement *- Evaluates how the employee views career in terms of personal motivation, goals, and acceptance of the responsibility of the job.*

(1 to 3) ***Unsatisfactory*** - Sees career only as a job, uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession.

(4) ***Meets Expectations*** - Demonstrates an active interest in his or her career and in law enforcement responsibilities.

(5 to 7) ***Exceeds Expectations*** - Uses off-duty time to further professional knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibility.

Voice Command - *Evaluates the employee's ability to gain and maintain control of situations through verbal command and instruction.*

(1 to 3) ***Unsatisfactory*** - Speaks too softly or timidly, speaks too loudly, confuses or angers listeners by what is said and/or how it is said. Fails to use voice when appropriate or speaks when inappropriate.

(4) ***Meets Expectations*** - Speaks with authority in a calm, clear voice and uses proper selection of words and knowledge of when and how to use them.

(5 to 7) ***Exceeds Expectations*** - Completely controls with voice tone, word selection, inflection, and the bearing that accompanies what is said. Restores order in even the most trying situations through the use of voice.

Physical Skill - *Evaluates the employee's ability to use proper level of force for the given situation.*

(1 to 3) ***Unsatisfactory*** - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraint.

(4) ***Meets Expectations*** - Obtains and maintains control through use of the proper amounts and techniques of force application.

(5 to 7) ***Exceeds Expectations*** – Employee displays an excellent knowledge and ability in the use of restraints. Selects the right amount of force for the given situation. Is in good physical condition.

Decision Making

The ability to give proper consideration to all possible alternative courses of action and make the proper decision for the proper circumstances. The ability to make those decisions under stress and with little time to act.

Decision Making - *Evaluates the employee's performance in terms of arriving at sound judgments and making proper decisions.*

(1 to 3) ***Unsatisfactory*** - Acts without thought or good reason. Is often indecisive and naive. Cannot recall previous solutions and apply them in like situations.

(4) ***Meets Expectations*** - Able to reason to make a sound, timely decision in routine situations. Decisions made are reasonable, based upon information available. Perceives situations as they really are. Makes decisions without assistance.

(5 to 7) ***Exceeds Expectations*** - Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Relates past solutions to present problems.

Problem Solving

Ability to manage complex and stressful situations with the ability to identify possible problems in a timely manner. The ability to identify and evaluate potential solutions and the positive or negative impact they could have on public and personnel safety and welfare. The ability to apply Sheriff's Office policy, state law, and federal law to all possible solutions and choose the most appropriate action.

Problem Solving- Evaluates the employee's performance in terms of ability to perceive problems or potential problems. The ability to evaluate possible solutions and choose the most appropriate for the solution.

(1 to 3) ***Unsatisfactory-*** Is unable to identify problems or potential problems. If the problem is identified they cannot reason through it and come to a sound, acceptable solution.

(4) ***Meets Expectations-*** Able to reason through a problem and come to an acceptable conclusion in routine situations. Readily identifies problems and applies appropriate solutions in a timely manner.

(5 to 7) ***Exceeds Expectations-*** Able to reason through even the most complex situations and is able to reach the appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolution in advance.

Dependability

Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.

Punctuality – Evaluates the employee's ability to attend to scheduled activities when required and in a manner necessary to attend to whatever duties and responsibilities that may be required.

(1 to 3) ***Unsatisfactory*** – Consistently fails to appear at scheduled events and activities such as roll call, training, court, etc. Not ready to perform required duties and responsibilities when appearing for scheduled activities.

(4) ***Meets Expectations*** – Appears at scheduled events and activities ready to perform required duties and responsibilities.

(5 to 7) ***Exceeds Expectations*** – Consistently appears at scheduled events and activities with equipment ready for whatever duties are required.

Self-Initiated Activity - Evaluates the employee's ability to recognize, determine course of action, and use available resources to get the job, task, or scheduled or unscheduled activity done with minimum supervision.

(1 to 3) ***Unsatisfactory*** - Does not see or avoids tasks that are apparent to other deputies. Must be told by other deputies or supervisors to do tasks or they will not get done. Employee must be followed up on or activity may or may not get done.

(4) ***Meets Expectations*** - Recognizes and identifies tasks that must be performed and gets them done with minimum supervision. Usually no follow up is necessary with trainee.

(5 to 7) ***Exceeds Expectations*** - Is constantly aware of his or her surroundings and the tasks that have to be done to safely and completely do the job as required. Keeps co-workers conscious of duties that are to be completed when they do not see or remember them. Work never needs to be checked or followed up on.

Professional Image

Presenting and maintaining a professional appearance through grooming, dress, and personal actions, including proper maintenance and usage of all assigned equipment.

General Appearance - Evaluates physical appearance, dress, and demeanor.

(1 to 3) ***Unsatisfactory*** - Shoes are dirty and clothing is wrinkled and improperly worn. Hair is not properly groomed and/or in violation of Sheriff's Office regulations (unless permission is given otherwise for operational necessity). Personal equipment is missing or inoperative. Consistently has offensive body odor and/or bad breath.

(4) ***Meets Expectations*** - Clothing is neat and clean and worn properly. Weapon, leather, equipment is clean and operative. Hair within regulations, shoes are shined and clean.

(5 to 7) ***Exceeds Expectations*** - Clothing is always neat and clean, shoes are shined and clean and displays professional attitude.

Communication/Relationships

Ability to interact with citizens and other employees in an appropriate and effective manner, effectively expressing and communicating ideas in writing, orally, and through non-verbal behavior.

With Citizens: General - Evaluates the employee's ability to interact with citizens (including suspects) in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** – Employee is abrupt, belligerent, overbearing, arrogant, and uncommunicative. Overlooks or avoids "service" aspect of job. Introverted, insensitive, and uncaring.

(4) ***Meets Expectations*** - Courteous, friendly, and empathetic, communicating in a professional, unbiased manner, and is service oriented.

(5 to 7) ***Exceeds Expectations*** - Is very much at ease with citizen contacts, quickly establishing rapport and leaving people with the feeling that the Investigator was interested in serving them. Is objective in all contacts.

With Ethnic Groups Other than his Own - Evaluates the employee's ability to interact with members of ethnic or racial groups other than own in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** - Is hostile or overly sympathetic. Is prejudicial, subjective, and/or biased. Treats members in this grouping differently than members of own ethnic or racial group would be treated.

(4) ***Meets Expectations*** - Is at ease with members of other ethnic/racial groups. Serves their need objectively and with concern. Does not feel threatened when in their presence.

(5 to 7) ***Exceeds Expectations*** - Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

With Other Sheriff's Office Employees - Evaluates the employee's ability to effectively interact with other employees of various ranks and in various capacities.

(1 to 3) ***Unsatisfactory*** – Patronizes other employees and superiors, or is antagonistic towards them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instructions. Considers him or herself superior. Belittles others. Is not a "team" player. Frowns on others.

(4) ***Meets Expectations*** - Adheres to the chain of command and accepts role in the organization. Good peer relationships and is accepted as a group member.

(5 to 7) ***Exceeds Expectations*** - Is at ease in contact with superiors. Understands superiors' responsibilities, respects and supports their position. Peer-group leader.

Use of Routine Forms (Accuracy/Completeness) - Evaluates employee's ability to properly utilize forms necessary to job accomplishment.

(1 to 3) ***Unsatisfactory*** - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

(4) ***Meets Expectations*** - Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

(5 to 7) ***Exceeds Expectations*** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

Report Writing (Organization/Details) - Evaluates the employees' ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

(1 to 3) ***Unsatisfactory*** - Unable to organize information and reduce it to writing, leaving out pertinent details in report.

(4) ***Meets Expectations*** - Completes reports, organizing information in a logical manner, with reports contain the required information and details.

(5 to 7) ***Exceeds Expectations*** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that reader understands what occurred.

Report Writing (Grammar/Spelling/Neatness) - Evaluates the employee's ability to use proper English, to follow the rules for spelling, and to write neatly.

(1 to 3) ***Unsatisfactory*** - Reports are illegible and contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.

(4) ***Meets Expectations*** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.

(5 to 7) ***Exceeds Expectations*** - Reports are very neat and legible containing no spelling or grammar errors.

Report Writing (Appropriate Time Used) - Evaluates the employee's efficiency relative to the amount of time taken to write a report.

(1 to 3) ***Unsatisfactory*** - Requires an excessive amount of time to complete a report.

(4) ***Meets Expectations*** - Completes reports within a reasonable amount of time.

(5 to 7) ***Exceeds Expectations*** - Completes reports very quickly and accurately.

Job Knowledge

Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.

Knowledge of Sheriff's Office Policies and Procedures - Evaluates employee's knowledge of Sheriff's Office procedures and ability to apply this knowledge under field conditions.

(1 to 3) ***Unsatisfactory*** - Fails to display knowledge of Sheriff's Office policies/regulations or violates them.

(4) ***Meets Expectations*** - Familiar with most commonly applied Sheriff's Office policies/regulations and complies with them.

(5 to 7) ***Exceeds Expectations*** - Has an excellent working knowledge of department policies/regulations, including less known and seldom used ones.

Knowledge of Criminal Statutes – Evaluates employee's knowledge of the criminal statutes and ability to apply that knowledge to field situations.

(1 to 3) ***Unsatisfactory*** - Does not know the elements or basic sections of the codes. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes.

(4) ***Meets Expectations*** - Recognizes commonly encountered criminal offenses and applies appropriate section of the code. Knows difference between criminal and non-criminal activity.

(5 to 7) ***Exceeds Expectations*** - Has outstanding knowledge of the criminal codes and applies that knowledge to normal and unusual criminal activity.

Knowledge of Codes of Criminal Procedure – Evaluates employee's knowledge of criminal procedures, including laws of arrest and search/seizure. Evaluates ability to apply those procedures to field situations.

(1 to 3) ***Unsatisfactory*** - Violates procedural requirements and attempts to conduct illegal searches, attempts to seize evidence illegally, and attempts to arrest unlawfully.

(4) ***Meets Expectations*** - Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Arrests are made within legal guidelines.

(5 to 7) ***Exceeds Expectations*** - Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, and affecting arrests.

Court Testifying - *Evaluates employee's skill for testifying in court.*

(1 to 3) ***Unsatisfactory*** - Fails to study case prior to presentation. Testimony is not clear, concise, and relevant and is hostile to the defense attorney, district attorney, or judge.

(4) ***Meets Expectations*** - Presents the facts of the case in a clear, concise, and relevant manner, and is seldom requested to explain his or her testimony, and is polite to court officials.

(5 to 7) ***Exceeds Expectations*** - Has a full understanding of proper courtroom demeanor, preparing cases in such a manner as to be totally familiar with the facts.

Driving Skills (Normal Conditions) - Evaluates employee's skill in the operation of a law enforcement vehicle under normal driving conditions.

(1 to 3) ***Unsatisfactory*** - Frequently violates traffic laws, has been involved in a chargeable accident(s), fails to maintain control of vehicle, or displays poor manipulative skills in vehicle operation.

(4) ***Meets Expectations*** - Obeys traffic laws when appropriate while maintaining control of the vehicle and alertness to surrounding activity. Drives defensively.

(5 to 7) ***Exceeds Expectations*** - Sets an example for lawful, courteous driving, maintaining complete control of the vehicle while operating radio and observing traffic. Is a superior defensive driver.

Driving Skills (Moderate and High Stress Conditions) – Evaluates employee's skill in vehicle operations under emergency situations and in situations calling for other than usual driving skill.

(1 to 3) ***Unsatisfactory*** – Employee has been involved in a chargeable accident(s) under stress conditions. Improperly or unnecessarily uses warning lights and siren. Drives too fast or too slow for the situation. Loses control of the vehicle.

(4) ***Meets Expectations*** - Maintains control of vehicle and evaluates driving conditions properly.

(5 to 7) ***Exceeds Expectations*** - Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Practices defensive techniques. Responds very well relative to the degree of stress present.

Orientation/Response Time to Calls - *Evaluates employee's awareness of surroundings, ability to find locations, and arrive at destination within an acceptable period of time.*

(1 to 3) ***Unsatisfactory*** - Unaware of location while on duty. Does not properly use maps. Unable to relate location to destination. Gets lost. Expends too much time getting to destination.

(4) ***Meets Expectations*** - Is aware of location while on duty. Properly uses maps. Can relate location to destination. Arrives within reasonable amount of time.

(5 to 7) ***Exceeds Expectations*** - Remembers locations from previous visits and does not need a map to get to most locations. Is aware of shortcuts and uses them to save time, having a high level of orientation to the area.

Field Performance (Non-Stress Conditions) - Evaluates the employee's ability to perform routine, non-stress law enforcement activities.

(1 to 3) ***Unsatisfactory*** - When confronted with a routine task, becomes confused and disoriented, unable to determine course of action or takes wrong course of action. Avoids taking course of action.

(4) ***Meets Expectations*** - Properly assesses routine situations, determines appropriate action, and takes action.

(5 to 7) ***Exceeds Expectations*** - Properly assesses situations including unusual or complex ones. Determines appropriate course of action and takes it.

Field Performance (Stress Conditions) - Evaluates the employee's ability to perform in moderate to high stress situations.

(1 to 3) ***Unsatisfactory*** - Becomes emotional, is panic-stricken, cannot function, holds back, loses temper, or displays cowardice. Overreacts.

(4) ***Meets Expectations*** - Maintains calm and self-control, determines proper course of action and takes it. Does not allow the situation to further deteriorate.

(5 to 7) ***Exceeds Expectations*** - Maintains calm and self-control in even the most extreme situations. Quickly restores control in a situation and takes command. Determines best course of action and takes it.

Investigative Skill - Evaluates employee's ability to conduct a proper investigation with an emphasis on crime scene investigation procedures.

(1 to 3) ***Unsatisfactory*** - Conducts investigations improperly and is unable to accurately diagnose offense committed. Fails to discern readily available evidence, making frequent mistakes when identifying, collecting, or protecting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene.

(4) ***Meets Expectations*** - Follows proper investigation procedure in all but most difficult and/or unusual cases. Is generally accurate in diagnosis of nature of offense committed. Collects, tags, logs, and protects evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.

(5 to 7) ***Exceeds Expectations*** - Always follows proper investigation procedures, and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent, having the skills of a Crime Scene Technician relating to the collection and identification skills. Can collect "readable" fingerprints from any possible surface when available.

Interview/Interrogation Skills - *Evaluates the employee's ability to use proper questioning techniques; to vary techniques to fit person being interviewed/interrogated; to follow proper procedures.*

(1 to 3) ***Unsatisfactory*** - Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to give Miranda warning.

(4) ***Meets Expectations*** - Generally uses proper questioning techniques. Elicits most available information and records it. Establishes proper rapport with most victims/witnesses. Controls the interrogation of most suspects and generally conducts a proper Miranda admonition.

(5 to 7) ***Exceeds Expectations*** - Always uses proper questioning techniques. Establishes rapport with all victims/witnesses.

Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of them.

Self-Initiated Field Activity - *Evaluates the employee's interest and ability to initiate law enforcement-related activity, and to act on even low-priority situations.*

(1 to 3) ***Unsatisfactory*** - Does not see or avoids activity. Does not follow up on situations. Rationalizes suspicious circumstances. Does not have a broad orientation to the job.

(4) ***Meets Expectations*** - Recognizes and identifies law enforcement-related activity. Has a broad orientation to the job, including low-priority activity.

(5 to 7) ***Exceeds Expectations*** - Seldom misses observable activity. Makes good quality arrests and/or proper dispositions from observed activity. Thinks well "on their feet".

Officer Safety (General) - *Evaluates the employee's ability to perform law enforcement tasks without injuring self or others, or exposing self or others to unnecessary danger/risk.*

(1 to 3) ***Unsatisfactory*** - Fails to follow accepted safety procedures or to exercise officer safety, such as:

- Exposes weapons to suspect (baton, handgun, etc,)
- Fails to keep gun hand free during enforcement situations.
- Stands in front of violator's car door.
- Fails to control suspect's movement.
- Does not keep suspect/violator in sight.
- Fails to use illumination when necessary or uses it improperly.
- Fails to utilize or maintain personal safety equipment.
- Does not anticipate potentially dangerous situations.
- Stands too close to passing vehicular traffic.
- Is careless with gun and other weapons.
- Stands in front of doors when knocking.
- Makes poor choice of which weapon to use and when to use it.
- Fails to cover other deputies and Investigators.
- Stands between law enforcement vehicle and violator's vehicle on car stop.

(4) ***Meets Expectations*** - Follows accepted safety procedures. Understands and applies them.

(5 to 7) ***Exceeds Expectations*** - Always works safely, foreseeing dangerous situations and preparing for them. Keeps partner informed and determines the best position for self and partner. Is not overconfident.

Officer Safety (Suspects, Suspicious Persons, and Prisoners) - Evaluates the employee's ability to perform law enforcement tasks in a safe manner while dealing with suspects, suspicious persons, or prisoners.

(1 to 3) ***Unsatisfactory*** - Violates safety principles outlined above. Fails to "pat search," confronting people while seated in a vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage to prevent attack or escape.

(4) ***Meets Expectations*** - Follows accepted safety procedures with suspects, suspicious persons, or prisoners.

(5 to 7) ***Exceeds Expectations*** - Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger from developing.

Physical Fitness

Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

(1 to 3) ***Unsatisfactory*** – Consistently unable to physically perform the duties of the job due to incapacity resulting from mental or physical imparities.

(4) ***Meets Expectations*** – Maintains physical fitness and is able to physically and mentally perform duties and responsibilities in a satisfactory manner.

(5 to 7) ***Exceeds Expectations*** – Follows a program of physical and mental fitness using the equipment in the Sheriff's Office, or participates in a program at a local fitness center, designed to make the employee sound physically and mentally and capable of handling any aspects of the job.

Professional Ethics

A code of moral principles and behaviors of a person with respect to what is right or wrong in dealing with internal values that shape decisions concerning social responsibility.

Professional Ethics- Evaluates the employee's professional principles and behaviors with respect to what is right and wrong while dealing with internal values that are a part of the Sheriff's Office, and shapes decisions concerning social responsibility with respect to the community.

(1 to 3) ***Unsatisfactory-*** Unable to apply principles and behaviors

concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. Experiences problems in the areas of professional life that reflects negatively on the Blount County Sheriff's Office or the law enforcement profession and / or adversely affects its relationship with the community.

(4) ***Meets Expectations-*** Is able to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and legal and social guidelines of the community. Is able to make appropriate decisions in both professional and personal life. If problems are experienced the employee is able to limit them to minor and deal with them appropriately in a timely manner.

(5 to 7) ***Exceeds Expectations-*** Is able to apply principles and behaviors concerning right and wrong. Lifestyle exceeds the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. The employee sets an example for their peers and / or subordinates to follow.

Care and Use of Equipment

The ability to demonstrate safe and lawful operation of assigned vehicles and equipment in accordance with state law as well as Sheriff's Office Policy and Procedures. The ability to maintain equipment in a clean, dry and serviceable condition.

Care and use of equipment – Evaluates the employee's ability to operate equipment in accordance with state law as well as policy and to maintain it in proper condition.

(1 to 3) ***Unsatisfactory –*** Demonstrates inability to operate assigned vehicle or issued equipment in accordance with state law or policy and procedures of the Sheriff's Office. Does not maintain equipment in a clean, dry and serviceable condition or have needed equipment available for use at all times.

(4) ***Meets Expectations –*** Demonstrates ability to operate assigned vehicle and issued equipment in accordance with state law and policy and procedures of the Sheriff's Office. Maintains equipment in a clean, dry and serviceable condition and has needed equipment available at all times.

(5 to 7) ***Exceeds Expectations –*** Demonstrates ability to operate assigned vehicle and issued equipment in such a manner that is above and beyond what is expected. Exceeds standards set by state law and Sheriff's Office policy and procedure. Maintains equipment in such a way that exceeds the operability and appearance standards and ensures that all needed equipment is readily available at all times and is able to assist peers in times of need.

Knowledge of Policy and Procedures

The understanding of policy and procedures and the ability to conform to them, as well as the ability to apply them to everyday situations.

Evaluates the employee on their ability to recall and apply the policy and procedures of the Sheriff's Office to everyday situations. Also evaluates their ability to conform to these policies even though their personal preference or opinion may differ.

(1 to 3) ***Unsatisfactory –*** Acts without consideration of the policy and procedures of the Sheriff's Office. Cannot or will not apply these policies to themselves or their decision making process.

(4) ***Meets Expectations –*** Acts with due regard and within the perimeters of the policy and procedures of the Sheriff's Office. Conforms to all policy and procedure and is able to apply them to every day decision-making process.

(5 to 7) ***Exceeds Expectations –*** Thinks ahead and considers situations that might result from certain actions taken that could cause conflict between those actions and the policy and procedures of the Sheriff's Office. Able to apply those policies to everyday situations and is able to guide and assist his/her peers in difficult situations.

Personal Development

The motivation and the desire to constantly improve personal skills, ability, and level of education.

Evaluates the employee's motivation and desire to constantly improve themselves. This occurs through the use of all available resources from on the job training to formal education, training, and involvement in special opportunities provided by the law enforcement community.

(1 to 3) ***Unsatisfactory –*** Lacks motivation and desire for self-improvement. Does not participate in opportunities for training and education. Makes no effort to continue the learning process, other than mandatory requirements.

(4) ***Meets Expectations –*** Possesses the desire and motivation for self-improvement. Takes advantage of opportunities to further education, knowledge, and experience.

(5 to 7) ***Exceeds Expectations –*** Has a great desire for self-improvement. Seizes every possible opportunity for education and training. Makes every attempt to gain as much experience as possible in the law enforcement profession.

Community Involvement

Reflects a caring attitude for people in the community. Demonstrates caring attitude by involvement in community activities, organizations, or movements that enhances the quality of life in Blount County.
Evaluates the employee's involvement in community organizations or activities that enhance the quality of life in Blount County. Also reflects the selfless attitude of the employee and willingness to help others.

(1 to 3) ***Unsatisfactory –*** Employee lacks caring attitude for others. Lacks participation in any type of community activity or organization. Refuses to give of themselves for the betterment of the community or others.

(4) ***Meets Expectations –*** Employee is involved in community activities to some extent. Demonstrates a caring attitude for others and seeks to assist others when needed.

(5 to 7) ***Exceeds Expectations –*** Employee is involved in different community activities. Demonstrates a desire to get more involved. Seeks out areas to work in or with and is committed to making Blount County a better place to live and work.

Managerial Skills
(Supervisors Only)

The ability to provide positive reinforcement or constructive criticism, depending on the situation to all subordinates fairly and consistently. The ability to manage and utilize all available resources effectively in any given situation. The ability to coordinate actions between different agencies or functions without conflict to accomplish the task at hand.

Evaluates the employee's ability to counsel subordinates in any situation fairly. To administer discipline fairly and consistently. To manage and coordinate difficult situations with different elements of the Sheriff's Office or other agencies without conflict and with effectiveness.

(1 to 3) ***Unsatisfactory –*** Does not have the ability to encourage or constructively criticize subordinates. Is timid about dealing with situations where discipline is needed. Cannot fairly and consistently deal with problems. Is unable to manage situations with different elements involved. Unable to compromise and work together with other functions or agencies without conflict.

(4) ***Meets Expectations –*** Has the ability to counsel subordinates in an encouraging manner. Has the ability to criticize in a constructive manner. Has the ability to manage complex situations involving different functions of the Sheriff's Office and other agencies. Is able to coordinate these activities without causing conflict.

(5 to 7) ***Exceeds Expectations –*** Has the ability to counsel others and subordinates in an encouraging manner. Can offer criticism without being condescending. Has the ability to foresee possible conflict in situations and prevent it. Has the ability to manage and coordinate complex situations involving other functions or agencies without problems or conflicts.

Judgment
(Supervisors Only)

Ability to use discretion in evaluating a situation and making a sound decision and using appropriate implementation tactics.

Evaluates the employee's ability to evaluate a situation or set of circumstances and make a sound decision. After making the decision implementing it within the policy and procedures of the Blount County Sheriff's Office as well as state laws.

(1 to 3) ***Unsatisfactory –*** Unable to make a sound decision. Makes decisions that are contrary to the policy and procedure of the Sheriff's Office and/or state law. Cannot appropriately implement a decision after it has been made.

(4) ***Meets Expectations –*** Able to make a sound decision that falls within the guidelines of Sheriff's Office policy and procedure as well as state law. Is able to implement the decision appropriately.

(5 to 7) ***Exceeds Expectations –*** Able to make a sound decision and foresee any problems before they occur. Able to make adjustments as needed to avoid or circumvent problems during the implementation stage.

Professional Qualities
(Supervisors Only)

Characteristics possessed that reflect confidence, experience, and knowledge. Includes all aspects of appearance, presence, and ability to communicate with others. Projects honesty, competence and loyalty.

Evaluates the employee's ability to reflect confidence, experience, knowledge in appearance and presence. Also, their ability to communicate with others and to display honesty, competence and loyalty without the appearance of arrogance.

(1 to 3) ***Unsatisfactory –*** Unable to show confidence. Lacks experience and presence. Unable to communicate clearly with others. Lacks the qualities of honesty and competence. Appearance of arrogance during interaction with others.

(4) ***Meets Expectations –*** Able to demonstrate confidence and experience. Has a presence that reflects honesty and competence.

Can communicate clearly and does not appear arrogant. Appearance reflects these qualities.

(5 to 7) ***Exceeds Expectations –*** Shows confidence and experience in all activities. Very presence reflects honesty and competence in everything accomplished. Can communicate well with others in any environment and can do so in a humble and respectful manner. Physical appearance reflects all of these qualities.

Blount County Sheriff's Office
Human Resources Manual
Appendix 14-C

Standardized Performance Evaluation Guidelines
COURT SERVICES

Introduction

The heart of the Performance Management System is the evaluation of employees by their supervisors based on standards and expectations that have been previously communicated. These guidelines being prepared for each function are designed to assist supervisors (in what is admittedly a subjective process) by presenting the performance dimensions that are to be used in a function's evaluation program and then providing basic information on the expectations surrounding each standard that has been developed for each dimension. It is impossible to ensure that every supervisor rates his or her employees as all other supervisors rate theirs, but it is hoped these guidelines will provide the best opportunity to have as objective evaluation process as possible. As with anything else, the quality of the output is often only as good as the quality of the input, meaning it will be up to each supervisor to work within these guidelines and not hesitate to ask questions and seek assistance whenever they have problems.

The performance dimensions, standards, and guidelines presented below may be changed at any time the supervisors in the function feel they need to be. These guidelines should always be considered a draft in progress and never considered the "final word." Jobs change, laws change, organizations change, and so on, making it essential that all supervisors, working as a team, review these guidelines during and after each rating period to ensure they are still valid.

The Rating Process

When rating employees, the goal is for everyone to score 4, or for everyone to meet the expectations of their job. It should not be easy to score a 4, and every effort should be made to avoid the easy way out by rating all of your employees the same way. There aren't many employees who do not have a few problem areas among the standards that need to be rated, and it is a disservice to them not to point out where they may not be meeting the standards set forth by your function and/or unit. If you have an employee who is failing in a certain performance standard, but you know he or she should be able to perform up to the standards, score them with a 3 for that standard and explain where they may be failing to meet the standard. Obviously if they are rated with a 1 or 2, you have recognized serious problems that must be corrected in order for the employee to continue to work in that job. The same goes for those who are exceeding expectations. Encourage these employees to continue to exceed, and if you feel you can clearly justify a higher rating, do so.

Dimensions and Performance Standards

Presented below are the dimensions that have been identified as critical to the performance of jobs in this function, and more importantly, the performance standards that have been identified within each dimension. You will need to read each of these carefully prior to rating your employees. If you feel any of these need to be changed, contact your function Captain or Deputy Chief who will get with the Deputy Chief of Administration or designee to address the concerns. Use these dimensions and performance standards to complete the performance evaluation forms designed specifically for your function, examples of which are attached as appendices to these guidelines.

Adaptability/Attitude

Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees.

Acceptance of feedback *- Evaluates the way the employee accepts the supervisor's criticism and how that feedback is used to improve performance.*

(1 to 3) ***Unsatisfactory*** - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism as a personal attack.

(4) ***Meets Expectations*** - Accepts criticism in a positive manner and applies it to improve performance and further learning.

(5 to 7) ***Exceeds Expectations*** - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

Attitude Towards Work *- Evaluates how the employee views career in terms of personal motivation, goals, and acceptance of the responsibility of the job.*

(1 to 3) ***Unsatisfactory*** - Sees the position only as a job or uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession.

(4) ***Meets Expectations*** - Demonstrates an active interest in his or her duties and responsibilities.

(5 to 7) ***Exceeds Expectations*** - Uses off-duty time to further professional knowledge and improve skills, maintaining high ideals in terms of professional responsibility.

Voice Command - *Evaluates the employee's ability to gain and maintain control of situations through verbal command and instruction.*

(1 to 3) ***Unsatisfactory*** - Speaks too softly or timidly, speaks too loudly, confuses or angers listeners by what is said and/or how it is said. Fails to use voice when appropriate or speaks when inappropriate.

(4) ***Meets Expectations*** - Speaks with authority in a calm, clear voice, and uses proper selection of words and knowledge of when and how to use them.

(5 to 7) ***Exceeds Expectations*** - Completely controls with voice tone, word selection, inflection, and the bearing that accompanies what is said. Restores order in even the most trying situations through the use of voice.

Physical Skill - *Evaluates the employee's ability to use proper level of force for the given situation.*

(1 to 3) ***Unsatisfactory*** - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraint.

(4) ***Meets Expectations*** - Obtains and maintains control through use of the proper amounts and techniques of force application.

(5 to 7) ***Exceeds Expectations*** – Displays an excellent knowledge and ability in the use of restraints. Selects the right amount of force for the given situation. Is in good physical condition.

Decision Making

The ability to give proper consideration to all possible alternative courses of action and make the proper decision for the proper circumstances. The ability to make those decisions under stress and with little time to act.

Decision Making - *Evaluates the employee's performance in terms of arriving at sound judgments and making proper decisions.*

(1 to 3) ***Unsatisfactory*** - Acts without thought or good reason. Is often indecisive and naive. Cannot recall previous solutions and apply them in like situations.

(4) ***Meets Expectations*** - Able to reason to make a sound, timely decision in routine situations. Decisions made are reasonable, based upon information available. Perceives situations as they really are. Makes decisions without assistance.

(5 to 7) ***Exceeds Expectations*** - Able to reason through even the most complex situations and is able to make appropriate conclusions.

Has excellent perception. Relates past solutions to present problems.

Problem Solving

Ability to manage complex and stressful situations with the ability to identify possible problems in a timely manner. The ability to identify and evaluate potential solutions and the positive or negative impact they could have on public and personnel safety and welfare. The ability to apply Sheriff's Office policy, state law, and federal law to all possible solutions and choose the most appropriate action.

Problem Solving- Evaluates the employee's performance in terms of ability to perceive problems or potential problems. The ability to evaluate possible solutions and choose the most appropriate for the solution.

(1 to 3) ***Unsatisfactory-*** Is unable to identify problems or potential problems. If the problem is identified they cannot reason through it and come to a sound, acceptable solution.

(4) ***Meets Expectations-*** Able to reason through a problem and come to an acceptable conclusion in routine situations. Readily identifies problems and applies appropriate solutions in a timely manner.

(5 to 7) ***Exceeds Expectations-*** Able to reason through even the most complex situations and is able to reach the appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolution in advance.

Dependability

Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.

Punctuality – Evaluates the employee's ability to attend to scheduled activities when required and in a manner necessary to attend to whatever duties and responsibilities that may be required.

(1 to 3) ***Unsatisfactory*** – Consistently fails to appear at scheduled events and activities such as the normal workday, training, court, etc. Not ready to perform required duties and responsibilities when appearing for scheduled activities.

(4) ***Meets Expectations*** – Appears at scheduled events and activities ready to perform required duties and responsibilities.

(5 to 7) ***Exceeds Expectations*** – Consistently appears at scheduled events and activities with equipment ready for whatever duties are required.

Self-Initiated Activity - Evaluates the employee's ability to recognize, determine course of action, and use available resources to get the job, task, or scheduled or unscheduled activity done with minimum supervision.

(1 to 3) ***Unsatisfactory*** - Does not see or avoids tasks that are apparent to others. Must be told by a supervisor to do tasks or they will not get done. Employee must be followed up on or activity may or may not get done.

(4) ***Meets Expectations*** - Recognizes and identifies tasks that must be performed and gets them done with minimum supervision. Usually no follow up is necessary.

(5 to 7) ***Exceeds Expectations*** - Is constantly aware of his or her surroundings and the tasks that have to be done to safely and completely do the job required. Keeps co-workers conscious of duties that are to be completed when they do not see or remember them. Work never needs to be checked or followed up on.

Professional Image

Presenting and maintaining a professional appearance through grooming, dress, and personal actions, including proper maintenance and usage of all assigned equipment.

General Appearance - Evaluates physical appearance, dress, and demeanor.

(1 to 3) ***Unsatisfactory*** - Shoes are dirty and uniform is wrinkled and improperly worn. Hair is not properly groomed and/or in violation of Sheriff's Office regulations. Personal equipment is missing or inoperative. Consistently has offensive body odor and/or bad breath.

(4) ***Meets Expectations*** - Uniform is neat and clean and worn properly. Weapon, leather, equipment is clean and operative. Hair within regulations, shoes are shined and clean.

(5 to 7) ***Exceeds Expectations*** - Uniform is neat and clean. Leather and shoes are shined and clean. Displays command bearing.

Communication/Relationships

Ability to interact with citizens and other employees, effectively expressing and communicating ideas in writing, orally, and through non-verbal behavior.

With Citizens: General - Evaluates the employee's ability to interact with citizens in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** – Employee is abrupt, belligerent, overbearing, arrogant, and uncommunicative. Overlooks or avoids "service" aspect of job and is often introverted, insensitive, and uncaring.

(4) ***Meets Expectations*** - Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner, and is service oriented.

(5 to 7) ***Exceeds Expectations*** - Is very much at ease with citizen contacts, quickly establishing rapport and leaving people with the feeling that the employee is interested in serving them and objective in all contacts.

With Ethnic Groups Other than his Own - Evaluates the employee's ability to interact with members of ethnic or racial groups other than own, in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** – The employee is hostile or overly sympathetic being prejudicial, subjective, and biased, in his or her treatment of members in this grouping differently than members of his or her own ethnic or racial group would be treated.

(4) ***Meets Expectations*** - Is at ease with members of other ethnic/racial groups, serving their need objectively and with concern. Does not feel threatened when in their presence.

(5 to 7) ***Exceeds Expectations*** - Understands various cultural differences, using this understanding to competently resolve situations and problems, being totally objective and communicating in a manner that furthers mutual understanding.

With Other Sheriff's Office Employees - Evaluates the employee's ability to effectively interact with other employees of various ranks and in various capacities.

(1 to 3) ***Unsatisfactory*** – Patronizes other employees and superiors, or is antagonistic towards them. Gossips and is insubordinate, argumentative, and/or sarcastic, resists instructions, and considers

him or herself superior. Belittles others and is not a “team” player, often frowning on others.

(4) ***Meets Expectations*** - Adheres to the chain of command and accepts his or her role in the organization, having good peer relationships and is accepted as a group member.

(5 to 7) ***Exceeds Expectations*** - Is at ease in contact with superiors, understanding a superior’s responsibilities, respecting and supporting their position, and is a peer-group leader.

Use of Routine Forms (Accuracy/Completeness) - Evaluates employee’s ability to properly use forms necessary for job accomplishment.

(1 to 3) ***Unsatisfactory*** – The employee is unaware that a certain form must be completed and/or is unable to complete the proper form for the given situation, resulting in forms being incomplete, inaccurate, or improperly used.

(4) ***Meets Expectations*** - Knows commonly used forms and understands their use, completing them with reasonable accuracy and thoroughness.

(5 to 7) ***Exceeds Expectations*** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance, displaying a high degree of accuracy.

Report Writing (Organization/Details) - Evaluates the employees’ ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

(1 to 3) ***Unsatisfactory*** – The employee is unable to organize information and reduce it to writing, leaving out pertinent details in reports.

(4) ***Meets Expectations*** - Completes reports, organizing information in a logical manner, ensuring they contain the required information and details.

(5 to 7) ***Exceeds Expectations*** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that a reader understands what occurred.

Report Writing (Grammar/Spelling/Neatness) - Evaluates the employee’s ability to use proper English, to follow the rules for spelling, and to write neatly.

(1 to 3) ***Unsatisfactory*** - Reports are illegible and contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.

(4) ***Meets Expectations*** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.

(5 to 7) ***Exceeds Expectations*** - Reports are very neat and legible containing no spelling or grammar errors.

Report Writing (Appropriate Time Used) - Evaluates the employee's efficiency relative to the amount of time taken to write a report.

(1 to 3) ***Unsatisfactory*** - Requires an excessive amount of time to complete a report, consistently not meeting deadlines.

(4) ***Meets Expectations*** - Completes reports within a reasonable amount of time.

(5 to 7) ***Exceeds Expectations*** - Completes reports very quickly and accurately.

Job Knowledge

Ability to apply and use training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.

Knowledge of Court Services Standard Operating Procedures for Employee's Position - Evaluates employee's knowledge of standard operating procedures and ability to apply this knowledge under operating conditions.

(1 to 3) ***Unsatisfactory*** - Continues to display a lack of knowledge of standard operating procedures or violates them.

(4) ***Meets Expectations*** - Familiar with most commonly applied Sheriff's Office standard operating procedures, complying with them.

(5 to 7) ***Exceeds Expectations*** - Has an excellent working knowledge of Sheriff's Office standard operating procedures, including less known and seldom used ones.

Knowledge of Court Procedure – Evaluates an employee's knowledge of court procedures, including ability to apply those procedures to court operations.

(1 to 3) ***Unsatisfactory*** – Employee consistently violates procedural requirements.

(4) ***Meets Expectations*** – Employee consistently follows required procedure in commonly encountered situations.

(5 to 7) ***Exceeds Expectations*** – Employee follows required procedure in all court operations.

Driving Skills - Evaluates employee's skill in the operation of the police vehicle under normal driving conditions.

(1 to 3) ***Unsatisfactory*** - Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation.

(4) ***Meets Expectations*** - Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining alertness to surrounding activity. Drives defensively.

(5 to 7) ***Exceeds Expectations*** - Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio and observing traffic. Is a superior defensive driver.

Knowledge of State and Local Laws - Evaluates employee's knowledge of state and local laws encountered during employment in court services, also evaluating the employee's ability to apply this knowledge under operational conditions.

(1 to 3) ***Unsatisfactory*** - Does not know the most often used codes and laws that apply to the duties and responsibilities in court services, and does not attempt to learn them.

(4) ***Meets Expectations*** - Familiar with most commonly used laws and complies with them, applying this knowledge when used in operational situations.

(5 to 7) ***Exceeds Expectations*** - Has outstanding knowledge of the laws that apply to court operations, court security, and legal process, accurately applying this knowledge in day-to-day situations.

Data Entry (Computer Skills) - Evaluates the employee's knowledge of computer operation, data entry, and the employee's progress in using the system software as it relates to court services operations and records.

(1 to 3) ***Unsatisfactory -*** Does not attempt to learn basic computer operation or states that he or she cannot learn to operate a computer. Lets others do the computer entries.

(4) ***Meets Expectations -*** Has a good general knowledge of court services computer needs, applying it during his or her workday, recognizing requirements for timely and correct entries on a daily basis.

(5 to 7) ***Exceeds Expectations -*** Has an outstanding working knowledge of the computer systems and the need for and use of the information stored, and is comfortable and familiar with the computer system with the capability of instructing others in the use of the system.

Self-Initiated Activity - *Evaluates the employee's interest and ability to initiate court or legal process-related activity, and to act on even low-priority situations.*

(1 to 3) ***Unsatisfactory*** - Does not see or avoids activity, not following up on situations. Does not have a broad orientation to the job.

(4) ***Meets Expectations*** - Recognizes and identifies court or legal process-related activity, having a broad orientation to the job, including low-priority activity.

(5 to 7) ***Exceeds Expectations*** - Seldom misses observable activity, making good dispositions from observed activity, usually thinking well "on their feet".

Operational Performance - Evaluates the employee's ability to perform routine, non-stress activities.

(1 to 3) ***Unsatisfactory*** - When confronted with routine tasks, becomes confused and disoriented and is unable to determine a course of action or takes a wrong course of action. Avoids taking any course of action.

(4) ***Meets Expectations*** - Properly assesses routine situations, determines appropriate action, and takes action.

(5 to 7) ***Exceeds Expectations*** - Properly assesses situations including unusual or complex ones. Determines appropriate course of action and takes it.

Officer Safety - Evaluates the employee's ability to perform operational tasks in a safe manner while dealing with citizens, offenders, and inmates.

(1 to 3) ***Unsatisfactory*** - Violates operational safety standard operating procedures by failing to "pat search," conducting poor searches, and failing to maintain a position of advantage to prevent attack or escape.

(4) ***Meets Expectations*** - Follows accepted standard operating procedures relating to officer safety.

(5 to 7) ***Exceeds Expectations*** - Foresees potential danger and eliminates or controls it, maintaining a position of advantage in even the most demanding situations, and is alert to changing situations and prevents opportunities for danger from developing.

Physical Fitness

Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

(1 to 3) ***Unsatisfactory*** – Consistently unable to physically perform the duties of the job due to mental or physical incapacity.

(4) ***Meets Expectations*** – Maintains physical fitness and is able to physically and mentally perform duties and responsibilities in a satisfactory manner.

(5 to 7) ***Exceeds Expectations*** – Follows a program of physical and mental fitness using the equipment in the Sheriff's Office, or participates in a program at a local fitness center, designed to make the employee sound physically and mentally and capable of handling any aspects of the job

Professional Ethics

A code of moral principles and behaviors of a person with respect to what is right or wrong in dealing with internal values that shape decisions concerning social responsibility.

Professional Ethics- Evaluates the employee's professional principles and behaviors with respect to what is right and wrong while dealing with internal values that are a part of the Sheriff's Office, and shapes decisions concerning social responsibility with respect to the community.

(1 to 3) ***Unsatisfactory-*** Unable to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. Experiences problems in the areas of professional life that reflects negatively on the Blount County Sheriff's Office or the law enforcement profession and / or adversely affects its relationship with the community.

(4) ***Meets Expectations-*** Is able to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and legal and social guidelines of the community. Is able to make appropriate decisions in both

professional and personal life. If problems are experienced the employee is able to limit them to minor and deal with them appropriately in a timely manner.

(5 to 7) ***Exceeds Expectations-*** Is able to apply principles and behaviors concerning right and wrong. Lifestyle exceeds the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. The employee sets an example for their peers and / or subordinates to follow.

Care and Use of Equipment

The ability to demonstrate safe and lawful operation of assigned vehicles and equipment in accordance with state law as well as Sheriff's Office Policy and Procedures. The ability to maintain equipment in a clean, dry and serviceable condition.

Care and use of equipment – Evaluates the employee's ability to operate equipment in accordance with state law as well as policy and to maintain it in proper condition.

(1 to 3) ***Unsatisfactory –*** Demonstrates inability to operate assigned vehicle or issued equipment in accordance with state law or policy and procedures of the Sheriff's Office. Does not maintain equipment in a clean, dry and serviceable condition or have needed equipment available for use at all times.

(4) ***Meets Expectations –*** Demonstrates ability to operate assigned vehicle and issued equipment in accordance with state law and policy and procedures of the Sheriff's Office. Maintains equipment in a clean, dry and serviceable condition and has needed equipment available at all times.

(5 to 7) ***Exceeds Expectations –*** Demonstrates ability to operate assigned vehicle and issued equipment in such a manner that is above and beyond what is expected. Exceeds standards set by state law and Sheriff's Office policy and procedure. Maintains equipment in such a way that exceeds the operability and appearance standards and ensures that all needed equipment is readily available at all times and is able to assist peers in times of need.

Knowledge of Policy and Procedures

The understanding of policy and procedures and the ability to conform to them, as well as the ability to apply them to everyday situations.

Evaluates the employee on their ability to recall and apply the policy and procedures of the Sheriff's Office to everyday situations. Also evaluates their ability to conform to these policies even though their personal preference or opinion may differ.

(1 to 3) ***Unsatisfactory –*** Acts without consideration of the policy and procedures of the Sheriff's Office. Cannot or will not apply these policies to themselves or their decision making process.

(4) ***Meets Expectations –*** Acts with due regard and within the perimeters of the policy and procedures of the Sheriff's Office. Conforms to all policy and procedure and is able to apply them to every day decision-making process.

(5 to 7) ***Exceeds Expectations –*** Thinks ahead and considers situations that might result from certain actions taken that could cause conflict between those actions and the policy and procedures of the Sheriff's Office. Able to apply those policies to everyday situations and is able to guide and assist his/her peers in difficult situations.

Personal Development

The motivation and the desire to constantly improve personal skills, ability, and level of education.

Evaluates the employee's motivation and desire to constantly improve themselves. This occurs through the use of all available resources from on the job training to formal education, training, and involvement in special opportunities provided by the law enforcement community.

(1 to 3) ***Unsatisfactory –*** Lacks motivation and desire for self-improvement. Does not participate in opportunities for training and education. Makes no effort to continue the learning process, other than mandatory requirements.

(4) ***Meets Expectations –*** Possesses the desire and motivation for self-improvement. Takes advantage of opportunities to further education, knowledge, and experience.

(5 to 7) ***Exceeds Expectations –*** Has a great desire for self-improvement. Seizes every possible opportunity for education and training. Makes every attempt to gain as much experience as possible in the law enforcement profession.

Community Involvement

Reflects a caring attitude for people in the community. Demonstrates caring attitude by involvement in community activities, organizations, or movements that enhances the quality of life in Blount County.

Evaluates the employee's involvement in community organizations or activities that enhance the quality of life in Blount County. Also reflects the selfless attitude of the employee and willingness to help others.

(1 to 3) ***Unsatisfactory –*** Employee lacks caring attitude for others. Lacks participation in any type of community activity or organization. Refuses to give of themselves for the betterment of the community or others.

(4) ***Meets Expectations –*** Employee is involved in community activities to some extent. Demonstrates a caring attitude for others and seeks to assist others when needed.

(5 to 7) ***Exceeds Expectations –*** Employee is involved in different community activities. Demonstrates a desire to get more involved. Seeks out areas to work in or with and is committed to making Blount County a better place to live and work.

Managerial Skills
(Supervisors Only)

The ability to provide positive reinforcement or constructive criticism, depending on the situation to all subordinates fairly and consistently. The ability to manage and utilize all available resources effectively in any given situation. The ability to coordinate actions between different agencies or functions without conflict to accomplish the task at hand.

Evaluates the employee's ability to counsel subordinates in any situation fairly. To administer discipline fairly and consistently. To manage and coordinate difficult situations with different elements of the Sheriff's Office or other agencies without conflict and with effectiveness.

(1 to 3) ***Unsatisfactory –*** Does not have the ability to encourage or constructively criticize subordinates. Is timid about dealing with situations where discipline is needed. Cannot fairly and consistently deal with problems. Is unable to manage situations with different elements involved. Unable to compromise and work together with other functions or agencies without conflict.

(4) ***Meets Expectations –*** Has the ability to counsel subordinates in an encouraging manner. Has the ability to criticize in a constructive manner. Has the ability to manage complex situations involving different functions of the Sheriff's Office and other agencies. Is able to coordinate these activities without causing conflict.

(5 to 7) ***Exceeds Expectations –*** Has the ability to counsel others and subordinates in an encouraging manner. Can offer criticism without being condescending. Has the ability to foresee possible conflict in situations and prevent it. Has the ability to manage and coordinate complex situations involving other functions or agencies without problems or conflicts.

Judgment
(Supervisors Only)

Ability to use discretion in evaluating a situation and making a sound decision and using appropriate implementation tactics.

Evaluates the employee's ability to evaluate a situation or set of circumstances and make a sound decision. After making the decision implementing it within the policy and procedures of the Blount County Sheriff's Office as well as state laws.

(1 to 3) ***Unsatisfactory –*** Unable to make a sound decision. Makes decisions that are contrary to the policy and procedure of the Sheriff's Office and/or state law. Cannot appropriately implement a decision after it has been made.

(4) ***Meets Expectations –*** Able to make a sound decision that falls within the guidelines of Sheriff's Office policy and procedure as well as state law. Is able to implement the decision appropriately.

(5 to 7) ***Exceeds Expectations –*** Able to make a sound decision and foresee any problems before they occur. Able to make adjustments as needed to avoid or circumvent problems during the implementation stage.

Professional Qualities
(Supervisors Only)

Characteristics possessed that reflect confidence, experience, and knowledge. Includes all aspects of appearance, presence, and ability to communicate with others. Projects honesty, competence and loyalty.

Evaluates the employee's ability to reflect confidence, experience, knowledge in appearance and presence. Also, their ability to communicate with others and to display honesty, competence and loyalty without the appearance of arrogance.

(1 to 3) ***Unsatisfactory –*** Unable to show confidence. Lacks experience and presence. Unable to communicate clearly with others. Lacks the qualities of honesty and competence. Appearance of arrogance during interaction with others.

(4) ***Meets Expectations –*** Able to demonstrate confidence and experience. Has a presence that reflects honesty and competence. Can communicate clearly and does not appear arrogant. Appearance reflects these qualities.

(5 to 7) ***Exceeds Expectations –*** Shows confidence and experience in all activities. Very presence reflects honesty and competence in everything accomplished. Can communicate well with others in any environment and can do so in a humble and respectful manner. Physical appearance reflects all of these qualities.

Blount County Sheriff's Office
Human Resources Manual
Appendix 14-E

Standardized Performance Evaluation Guidelines
ADULT AND JUVENILE DETENTION CENTERS

Introduction

The heart of the Performance Management System is the evaluation of employees by their supervisors based on standards and expectations that have been previously communicated. These guidelines being prepared for each function are designed to assist supervisors (in what is admittedly a subjective process) by presenting the performance dimensions that are to be used in a function's evaluation program and then providing basic information on the expectations surrounding each standard that has been developed for each dimension. It is impossible to ensure that every supervisor rates his or her employees as all other supervisors rate theirs, but it is hoped these guidelines will provide the best opportunity to have as objective evaluation process as possible. As with anything else, the quality of the output is often only as good as the quality of the input, meaning it will be up to each supervisor to work within these guidelines and not hesitate to ask questions and seek assistance whenever they have problems.
The performance dimensions, standards, and guidelines presented below may be changed at any time the supervisors in the function feel they need to be. These guidelines should always be considered a draft in progress and never considered the "final word." Jobs change, laws change, organizations change, and so on, making it essential that all supervisors, working as a team, review these guidelines during and after each rating period to ensure they are still valid.

The Rating Process

When rating employees, the goal is for everyone to score 4, or for everyone to meet the expectations of their job. It should not be easy to score a 4, and every effort should be made to avoid the easy way out by rating all of your employees the same way. There aren't many employees who do not have a few problem areas among the standards that need to be rated, and it is a disservice to them to not point out where they may not be meeting the standards set forth by your function and/or unit. If you have an employee who is failing in a certain performance standard, but you know he or she should be able to perform up to the standards, score them with a 3 for that standard and explain where they may be failing to meet the standard. Obviously if they are rated with a 1 or 2, you have recognized serious problems that must be corrected in order for the employee to continue to work in that job. The same goes for those who are exceeding expectations. Encourage these employees to continue to exceed, and if you feel you can clearly justify a higher rating, do so.

Dimensions and Performance Standards

Presented below are the dimensions that have been identified as critical to the performance of jobs in this function, and more importantly, the performance standards that have been identified within each dimension. You will need to read each of these carefully prior to rating your employees. If you feel any of these need to be changed, contact your function captain or Deputy Chief who will get with the Deputy Chief of Administration or designee to address the concerns.

Adaptability/Attitude

Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees.

Acceptance of feedback - Evaluates the way the employee accepts the supervisor's criticism and how that feedback is used to improve performance.

(1 to 3) ***Unsatisfactory*** - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism as a personal attack.

(4) ***Meets Expectations*** - Accepts criticism in a positive manner and applies it to improve performance and further learning.

(5 to 7) ***Exceeds Expectations*** - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

Attitude Toward Corrections Work - Evaluates how the employee views new career in terms of personal motivation, goals, and acceptance of the responsibility of the job.

(1 to 3) ***Unsatisfactory*** - Sees career only as a job, uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession.

(4) ***Meets Expectations*** - Demonstrates an active interest in his/her career and in the responsibilities of corrections.

(5 to7) ***Exceeds Expectations*** - Uses off duty time to further professional knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law in the correctional setting. Maintains high ideals in terms of professional responsibility.

Attitude with Inmates and Suspects - Evaluates the employee's social and professional attitude when interacting with inmates and suspects in a correctional setting.

(1 to 3) ***Unsatisfactory*** - Is hostile and arrogant when dealing with inmates and suspects. Considers him/herself superior and often makes insensitive remarks without provocation.

(4) ***Meets Expectations*** - Communicates with inmates and suspects in a professional manner trying to treat all inmates the same. Often creates a good rapport during conversations with inmates and suspects.

(5 to 7) ***Exceeds Expectation*** - Understands the various social, economic, and cultural differences inherent in suspects and inmates in the correctional setting. Is objective and fair in dealing with these people, leaving most inmates with the belief that he/she truly understands and cares about his/her duties and responsibilities in corrections.

Decision Making

The ability to give proper consideration to all possible alternative courses of action and make the proper decision for the proper circumstances. The ability to make those decisions under stress and with little time to act.

Decision Making - *Evaluates the employee's performance in terms of arriving at sound judgments and making proper decisions.*

(1 to 3) ***Unsatisfactory*** - Acts without thought or good reason. Is often indecisive and naive. Cannot recall previous solutions and apply them in like situations.

(4) ***Meets Expectations*** - Able to reason to make a sound, timely decision in routine situations. Decisions made are reasonable, based upon information available. Perceives situations as they really are. Makes decisions without assistance.

(5 to 7) ***Exceeds Expectations*** - Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Relates past solutions to present problems.

Problem Solving

Ability to manage complex and stressful situations with the ability to identify possible problems in a timely manner. The ability to identify and evaluate potential solutions and the positive or negative impact they could have on public and personnel safety and welfare. The ability to apply Sheriff's Office policy, state law, and federal law to all possible solutions and choose the most appropriate action.

Problem Solving- Evaluates the employee's performance in terms of ability to perceive problems or potential problems. The ability to evaluate possible solutions and choose the most appropriate for the solution.

(1to 3) ***Unsatisfactory-*** Is unable to identify problems or potential problems. If the problem is identified they cannot reason through it and come to a sound, acceptable solution.

(4) ***Meets Expectations-*** Able to reason through a problem and come to an acceptable conclusion in routine situations. Readily identifies problems and applies appropriate solutions in a timely manner.

(5 to 7) ***Exceeds Expectations-*** Able to reason through even the most complex situations and is able to reach the appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolution in advance.

Dependability

Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.

Punctuality – Evaluates the employee's ability to attend to scheduled activities when required and in a manner necessary to attend to whatever duties and responsibilities that may be required.

(1 to 3) ***Unsatisfactory*** – Consistently fails to appear at scheduled events and activities such as roll call, training, etc. Not ready to perform required duties and responsibilities when appearing for scheduled activities.

(4) ***Meets Expectations*** – Appears at scheduled events and activities ready to perform required duties and responsibilities.

(5 to 7) ***Exceeds Expectations*** – Consistently appears at scheduled events and activities with equipment ready for whatever duties are required.

Self-Initiated Activity - Evaluates the employee's ability to recognize, determine course of action, and use available resources to get the job, task, or scheduled or unscheduled activity done with minimum supervision.

(1 to 3) ***Unsatisfactory*** - Does not see or avoids tasks that are apparent to other corrections officers. Must be told by other corrections officers or

supervisors to do tasks or they will not get done. Employee must be followed up on or activity may or may not get done.

(4) ***Meets Expectations*** - Recognizes and identifies tasks that must be performed and gets them done with minimum supervision. Usually no follow up is necessary with employee.

(5 to 7) ***Exceeds Expectations*** - Is constantly aware of his or her surroundings and the tasks that have to be done to safely and completely do the job as required. Keeps co-workers conscious of duties that are to be completed when they do not see or remember them. Work never needs to be checked or followed up on.

Professional Image

Presenting and maintaining a professional appearance through grooming, dress, and personal actions, including proper maintenance and usage of all assigned equipment.

General Appearance – Evaluates physical appearance, dress, and demeanor.

(1 to 3) ***Unsatisfactory*** - Shoes are dirty and uniform is wrinkled and improperly worn. Hair is not properly groomed and/or in violation of Sheriff's Office regulations. Personal equipment is missing or inoperative. Consistently has offensive body odor and/or bad breath.

(4) ***Meets Expectations*** - Uniform is neat and clean and worn properly. Personal equipment is clean and operative. Hair within regulations, shoes are shined and clean.

(5 to 7) ***Exceeds Expectations*** - Uniform is neat and clean. Shoes are highly shined and clean. Displays command bearing.

Communication/Relationships

Ability to interact with citizens and other employees in an appropriate and effective manner, and effectively express and communicate ideas in writing, orally, and through non-verbal behavior.

With Citizens: General - Evaluates the employee's ability to interact with citizens (including suspects) in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** - Abrupt, belligerent, overbearing, arrogant, and uncommunicative. Overlooks or avoids "service" aspect of job. Introverted, insensitive, and uncaring.

(4) ***Meets Expectations*** - Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner and is service oriented.

(5 to 7) ***Exceeds Expectations*** - Is very much at ease with citizen contacts. Quickly establishes rapport and leaves people with the feeling that he/she was interested in serving them. Is objective in all contacts.

With Ethnic Groups Other than his Own - Evaluates the employee's ability to interact with members of ethnic or racial groups other than own in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** - Is hostile or overly sympathetic. Is prejudicial, subjective, and biased. Treats members in this grouping differently than members of own ethnic or racial group would be treated.

(4) ***Meets Expectations*** - Is at ease with members of other ethnic/racial groups. Serves their needs objectively and with concern. Does not feel threatened when in their presence.

(5 to 7) ***Exceeds Expectations*** - Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

With Other Sheriff's Office Employees - Evaluates the employee's ability to effectively interact with other employees of various ranks and in various capacities.

(1 to 3) ***Unsatisfactory*** – Patronizes other employees and superiors, or is antagonistic towards them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instructions. Considers him or herself superior. Belittles others. Is not a "team" player. Frowns on others.

(4) ***Meets Expectations*** - Adheres to the chain of command and accepts role in the organization. Good peer relationships and is accepted as a group member.

(5 to 7) ***Exceeds Expectations*** - Is at ease in contact with superiors. Understands superiors' responsibilities, respects and supports their position. Peer-group leader.

Use of Routine Forms (Accuracy/Completeness) - Evaluates employee's ability to properly use forms necessary for job accomplishment.

(1 to 3) ***Unsatisfactory*** - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

(4) ***Meets Expectations*** - Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

(5 to 7) ***Exceeds Expectations*** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

Report Writing (Organization/Details) - Evaluates the employees' ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

(1 to 3) ***Unsatisfactory*** - Unable to organize information and reduce it to writing. Leaves out pertinent details in report.

(4) ***Meets Expectations*** - Completes reports, organizing information in a logical manner. Reports contain the required information and details.

(5 to 7) ***Exceeds Expectations*** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that reader understands what occurred.

Report Writing (Grammar/Spelling/Neatness) - Evaluates the employee's ability to use proper English, to follow the rules for spelling, and to write neatly.

(1 to 3) ***Unsatisfactory*** - Reports are illegible and contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.

(4) ***Meets Expectations*** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.

(5 to 7) ***Exceeds Expectations*** - Reports are very neat and legible containing no spelling or grammar errors.

Report Writing (Appropriate Time Used) - Evaluates the employee's efficiency relative to the amount of time taken to write a report.

(1 to 3) ***Unsatisfactory*** - Requires an excessive amount of time to complete a report.

(4) ***Meets Expectations*** - Completes reports within a reasonable amount of time.

(5 to 7) ***Exceeds Expectations*** - Completes reports very quickly and accurately.

Job knowledge

Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.

Knowledge of Adult Detention Center Policies and Procedures - Evaluates employee's knowledge of Adult Detention Center policies and standard operating procedures and ability to apply this knowledge under operating conditions.

(1 to 3) ***Unsatisfactory*** - Fails to display knowledge of policies/regulations or violates them.

(4) ***Meets Expectations*** - Familiar with most commonly applied policies/regulations and complies with them.

(5 to 7) ***Exceeds Expectations*** - Has an excellent working knowledge of policies/regulations, including less known and seldom used ones.

Knowledge of Court Procedures - Evaluates employee's working knowledge of sentencing, releasing, court orders, and various other legal paperwork encountered in the facility.

(1 to 3) ***Unsatisfactory*** - Has not attempted to learn and understand the use of court paperwork. Feels that paperwork is someone else's problem. Always leaves this work for others.

(4) ***Meets Expectations*** - Understands the importance of court paperwork as it relates to the facility. Recognizes and knows the meaning of most commonly encountered court issued paperwork.

(5 to 7) ***Exceeds Expectations*** - Has a full understanding of most court orders and paperwork and has the ability to explain the details to others.

Knowledge of State and Local Laws - Evaluates employee's knowledge of state and local laws encountered during employment in a correctional facility. Also evaluates the employee's ability to apply this knowledge under operational conditions.

(1 to 3) ***Unsatisfactory*** - Does not know the most often used codes and laws that apply to a correctional facility. Does not understand which offenses apply to various situations or arrested prisoners and suspects. Does not attempt to learn the codes.

(4) ***Meets Expectations*** - Familiar with most commonly used laws and codes and complies with them. Can apply this knowledge when used in operational situations.

(5 to 7) ***Exceeds Expectations*** - Has outstanding knowledge of the penal, criminal, and civil codes and laws that apply to the correctional system and the law enforcement community. Accurately applies this knowledge in day-to-day situations.

Booking Procedures - Evaluates the employee's knowledge and performance in the intake, booking, and processing of new inmates into the facility. It also evaluates them in the release of prisoners, inmates, and suspects.

(1 to 3) ***Unsatisfactory -*** Trainee is unwilling or unable to learn the basic steps and procedures used in the intake area of the facility. Spends time looking for something less difficult to do and leaves this work for others.

(4) ***Meets Expectations -*** Trainee is familiar with most procedures and equipment used during the booking process. Establishes a rapport with the prisoners/suspects and gets the information needed. Works well with other corrections officers in sharing the workload.

(5 to 7) ***Exceeds Expectations -*** Has outstanding knowledge of the computer system and its operation in the booking and release of inmates. Can control the movements of several inmates through the booking procedure. Can use all equipment in the booking area with few or no mistakes. Can keep up with court paperwork and its relationship with specific inmates.

Data Entry (Computer Skills) - Evaluates the employee's knowledge of computer operation and data entry and the trainee's progress in using the system software as it relates to facility operation and inmate tracking and records.

(1 to 3) ***Unsatisfactory -*** Does not attempt to learn basic computer operation or states that he cannot learn to operate a computer. Lets others do the computer entries.

(4) ***Meets Expectations -*** Has a good general knowledge of facility computer needs and applies it during his/her workday. Recognizes the requirement for timely and correct entries and does so on a daily basis

(5 to 7) ***Exceeds Expectations*** **-** Has an outstanding working knowledge of the facilities computer systems and the need and use of the information they store. Can be placed anywhere in the facility and will be comfortable and familiar with the computer system. Can instruct others in the use of the system.

Knowledge of Jail Events and Procedures **-** Evaluates the employee's knowledge of scheduled and unscheduled events and procedures that are required to safely operate the correctional facility.

(1 to 3) ***Unsatisfactory*** **-** Has not or will not learn the basic procedures that are required for daily operation. Has not learned basic paperwork and form selection needed for facility and court record keeping.

(4) ***Meets Expectations*** **-** Is familiar with most common and daily used procedures and events that occur during a workday. Is familiar with facility record keeping and reports and uses them properly. Works well with others and shares duties and responsibilities.

(5 to 7) ***Exceeds Expectations*** **-** Employee has put forth the effort to learn all he can about the operation of the facility. Knows when and where each scheduled event occurs and gets the job done without being told. Keeps excellent records and reports and has leaned to complete the reports without assistance.

Knowledge of Inmate Events and Procedures - Evaluates the employee's knowledge of events and procedures that can or will occur when dealing with the inmates incarcerated at the facility. It will also further evaluate the employee's knowledge of policies and standard operating procedures as they pertain to daily contact with inmates.

(1 to 3) ***Unsatisfactory*** - Fails to follow general safety rules that have been adopted by the facility administration. Cannot remember to perform inmate events that are scheduled to occur on a regular and/or daily basis. Fails to properly fill out, sign, and forward required and necessary forms and paperwork used by staff and inmates.

(4) ***Meets Expectations*** - Follows proper safety procedures in most cases. Can get the majority of inmate events performed when working with other corrections officers. Works well with others in performing routine procedures and asks questions when not certain what is to be done next. Has a working knowledge of facility forms and paperwork.

(5 to 7) ***Exceeds Expectations*** - Sets an example to others as to what a safe and conscientious correction officer should be when dealing with incarcerated inmates. Can control the situation and direct other correction officers when performing events involving inmates. Makes sure all forms, logs, and paperwork filled out by inmates, other correction officers, and him/herself are correct before filing or forwarding them to either supervisors or courts.

Operational Performance (Non-Stress Conditions) - Evaluates the employee's ability to perform routine, non-stress activities.

(1 to 3) ***Unsatisfactory*** - When confronted with routine tasks, becomes confused and disoriented and is unable to determine a course of action or takes a wrong course of action. Avoids taking any course of action.

(4) ***Meets Expectations*** - Properly assesses routine situations, determines appropriate action, and takes action.

(5 to 7) ***Exceeds Expectations*** - Properly assesses situations including unusual or complex ones. Determines appropriate course of action and takes it.

Operational Performance (Stress Conditions) - Evaluates the employee's ability to perform in moderate to high stress situations.

(1 to 3) ***Unsatisfactory*** - Becomes emotional, is panic-stricken, cannot function, holds back, loses temper, or displays cowardice. Overreacts.

(4) ***Meets Expectations*** - Maintains calm and self-control, determines proper course of action and takes it. Does not allow the situation to further deteriorate.

(5 to 7) ***Exceeds Expectations*** - Maintains calm and self-control in even the most extreme situations. Quickly restores control in a situation and takes command. Determines best course of action and takes it.

Interview/Interrogation Skills - Evaluates the employee's ability to use proper questioning techniques, to vary techniques to fit person being interviewed/interrogated, and follows proper procedures.

(1 to 3) ***Unsatisfactory*** - Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of inmate.

(4) ***Meets Expectations*** - Generally uses proper questioning techniques. Elicits most available information and records it.

Establishes proper rapport with most inmates. Controls the interrogation of most inmates.

(5 to 7) ***Exceeds Expectations*** - Always uses proper questioning techniques. Establishes rapport with all inmates. Controls the interrogation of even the most difficult inmates. Conducts successful interrogations of them.

Officer Safety - Evaluates the employee's ability to perform operational tasks in a safe manner while dealing with inmates.

(1 to 3) ***Unsatisfactory*** - Violates operational safety standard operating procedures. Fails to "pat search," conducting poor searches and fails to maintain a position of advantage to prevent attack or escape.

(4) ***Meets Expectations*** - Follows accepted standard operating procedures relating to officer safety.

(5 to 7) ***Exceeds Expectations*** - Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger from developing.

Physical Fitness

Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

(1 to 3) ***Unsatisfactory*** – Consistently unable to physically perform the duties of the job due to incapacity resulting from mental or physical imparities.

(4) ***Meets Expectations*** – Maintains physical fitness and is able to physically and mentally perform duties and responsibilities in a satisfactory manner.

(5 to 7) ***Exceeds Expectations*** – Follows a program of physical and mental fitness using the equipment in the Sheriff's Office, or participates in a program at a local fitness center designed to make the employee sound physically and mentally and capable of handling any aspects of the job.

Professional Ethics

A code of moral principles and behaviors of a person with respect to what is right or wrong in dealing with internal values that shape decisions concerning social responsibility.

Professional Ethics- Evaluates the employee's professional principles and behaviors with respect to what is right and wrong while dealing with internal values that are a part of the Sheriff's Office, and shapes decisions concerning social responsibility with respect to the community.

(1 to 3) ***Unsatisfactory-*** Unable to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. Experiences problems in the areas of professional life that reflects negatively on the Blount County Sheriff's Office or the law enforcement profession and / or adversely affects its relationship with the community.

(4) ***Meets Expectations-*** Is able to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and legal and social guidelines of the community. Is able to make appropriate decisions in both professional and personal life. If problems are experienced the employee is able to limit them to minor and deal with them appropriately in a timely manner.

(5 to 7) ***Exceeds Expectations-*** Is able to apply principles and behaviors concerning right and wrong. Lifestyle exceeds the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. The employee sets an example for their peers and / or subordinates to follow.

Care and Use of Equipment

The ability to demonstrate safe and lawful operation of assigned vehicles and equipment in accordance with state law as well as Sheriff's Office Policy and Procedures. The ability to maintain equipment in a clean, dry and serviceable condition.

Care and use of equipment – Evaluates the employee's ability to operate equipment in accordance with state law as well as policy and to maintain it in proper condition.

(1 to 3) ***Unsatisfactory –*** Demonstrates inability to operate assigned vehicle or issued equipment in accordance with state law or policy and procedures of the Sheriff's Office. Does not maintain equipment in a clean, dry and serviceable condition or have needed equipment available for use at all times.

(4) ***Meets Expectations –*** Demonstrates ability to operate assigned vehicle and issued equipment in accordance with state law and policy and procedures of the Sheriff's Office. Maintains equipment in a clean, dry and serviceable condition and has needed equipment available at all times.

(5 to 7) ***Exceeds Expectations –*** Demonstrates ability to operate assigned vehicle and issued equipment in such a manner that is above and

beyond what is expected. Exceeds standards set by state law and Sheriff's Office policy and procedure. Maintains equipment in such a way that exceeds the operability and appearance standards and ensures that all needed equipment is readily available at all times and is able to assist peers in times of need.

Knowledge of Policy and Procedures

The understanding of policy and procedures and the ability to conform to them, as well as the ability to apply them to everyday situations.

Evaluates the employee on their ability to recall and apply the policy and procedures of the Sheriff's Office to everyday situations. Also evaluates their ability to conform to these policies even though their personal preference or opinion may differ.

(1 to 3) ***Unsatisfactory –*** Acts without consideration of the policy and procedures of the Sheriff's Office. Cannot or will not apply these policies to themselves or their decision making process.

(4) ***Meets Expectations –*** Acts with due regard and within the perimeters of the policy and procedures of the Sheriff's Office. Conforms to all policy and procedure and is able to apply them to every day decision-making process.

(5 to 7) ***Exceeds Expectations –*** Thinks ahead and considers situations that might result from certain actions taken that could cause conflict between those actions and the policy and procedures of the Sheriff's Office. Able to apply those policies to everyday situations and is able to guide and assist his/her peers in difficult situations.

Personal Development

The motivation and the desire to constantly improve personal skills, ability, and level of education.

Evaluates the employee's motivation and desire to constantly improve themselves. This occurs through the use of all available resources from on the job training to formal education, training, and involvement in special opportunities provided by the law enforcement community.

(1 to 3) ***Unsatisfactory –*** Lacks motivation and desire for self-improvement. Does not participate in opportunities for training and education. Makes no effort to continue the learning process, other than mandatory requirements.

(4) ***Meets Expectations –*** Possesses the desire and motivation for self-improvement. Takes advantage of opportunities to further education, knowledge, and experience.

(5 to 7) ***Exceeds Expectations –*** Has a great desire for self-improvement. Seizes every possible opportunity for education and training. Makes every attempt to gain as much experience as possible in the law enforcement profession.

Community Involvement

Reflects a caring attitude for people in the community. Demonstrates caring attitude by involvement in community activities, organizations, or movements that enhances the quality of life in Blount County.

Evaluates the employee's involvement in community organizations or activities that enhance the quality of life in Blount County. Also reflects the selfless attitude of the employee and willingness to help others.

(1 to 3) ***Unsatisfactory –*** Employee lacks caring attitude for others. Lacks participation in any type of community activity or organization. Refuses to give of themselves for the betterment of the community or others.

(4) ***Meets Expectations –*** Employee is involved in community activities to some extent. Demonstrates a caring attitude for others and seeks to assist others when needed.

(5 to 7) ***Exceeds Expectations –*** Employee is involved in different community activities. Demonstrates a desire to get more involved. Seeks out areas to work in or with and is committed to making Blount County a better place to live and work.

Managerial Skills
(Supervisors Only)

The ability to provide positive reinforcement or constructive criticism, depending on the situation to all subordinates fairly and consistently. The ability to manage and utilize all available resources effectively in any given situation. The ability to coordinate actions between different agencies or functions without conflict to accomplish the task at hand.

Evaluates the employee's ability to counsel subordinates in any situation fairly. To administer discipline fairly and consistently. To manage and coordinate difficult situations with different elements of the Sheriff's Office or other agencies without conflict and with effectiveness.

(1 to 3) ***Unsatisfactory –*** Does not have the ability to encourage or constructively criticize subordinates. Is timid about dealing with situations where discipline is needed. Cannot fairly and consistently deal with problems. Is unable to manage situations

with different elements involved. Unable to compromise and work together with other functions or agencies without conflict.

(4) ***Meets Expectations –*** Has the ability to counsel subordinates in an encouraging manner. Has the ability to criticize in a constructive manner. Has the ability to manage complex situations involving different functions of the Sheriff's Office and other agencies. Is able to coordinate these activities without causing conflict.

(5 to 7) ***Exceeds Expectations –*** Has the ability to counsel others and subordinates in an encouraging manner. Can offer criticism without being condescending. Has the ability to foresee possible conflict in situations and prevent it. Has the ability to manage and coordinate complex situations involving other functions or agencies without problems or conflicts.

Judgment
(Supervisors Only)

Ability to use discretion in evaluating a situation and making a sound decision and using appropriate implementation tactics.

Evaluates the employee's ability to evaluate a situation or set of circumstances and make a sound decision. After making the decision implementing it within the policy and procedures of the Blount County Sheriff's Office as well as state laws.

(1 to 3) ***Unsatisfactory –*** Unable to make a sound decision. Makes decisions that are contrary to the policy and procedure of the Sheriff's Office and/or state law. Cannot appropriately implement a decision after it has been made.

(4) ***Meets Expectations –*** Able to make a sound decision that falls within the guidelines of Sheriff's Office policy and procedure as well as state law. Is able to implement the decision appropriately.

(5 to 7) ***Exceeds Expectations –*** Able to make a sound decision and foresee any problems before they occur. Able to make adjustments as needed to avoid or circumvent problems during the implementation stage.

Professional Qualities
(Supervisors Only)

Characteristics possessed that reflect confidence, experience, and knowledge. Includes all aspects of appearance, presence, and ability to communicate with others. Projects honesty, competence and loyalty.

Evaluates the employee's ability to reflect confidence, experience, knowledge in appearance and presence. Also, their ability to communicate with others and to display honesty, competence and loyalty without the appearance of arrogance.

(1 to 3) ***Unsatisfactory –*** Unable to show confidence. Lacks experience and presence. Unable to communicate clearly with others. Lacks the qualities of honesty and competence. Appearance of arrogance during interaction with others.

(4) ***Meets Expectations –*** Able to demonstrate confidence and experience. Has a presence that reflects honesty and competence. Can communicate clearly and does not appear arrogant. Appearance reflects these qualities.

(5 to 7) ***Exceeds Expectations –*** Shows confidence and experience in all activities. Very presence reflects honesty and competence in everything accomplished. Can communicate well with others in any environment and can do so in a humble and respectful manner. Physical appearance reflects all of these qualities.

Blount County Sheriff's Office
Human Resources Manual
Appendix 14-D

Standardized Performance Evaluation Guidelines
ADMINISTRATION

Introduction

The heart of the Performance Management System is the evaluation of employees by their supervisors based on standards and expectations that have been previously communicated. These guidelines are designed to assist supervisors (in what is admittedly a subjective process) by presenting the performance dimensions that are to be used in an evaluation program and then providing basic information on the expectations surrounding each standard that has been developed for each dimension. It is impossible to ensure that every supervisor rates his or her employees as all other supervisors rate theirs, but it is hoped these guidelines will provide the best opportunity to have as objective evaluation process as possible. As with anything else, the quality of the output is often only as good as the quality of the input, meaning it will be up to each supervisor to work within these guidelines and not hesitate to ask questions and seek assistance whenever they have problems.

The performance dimensions, standards, and guidelines presented below may be changed at any time supervisors feel they need to be. These guidelines should always be considered a draft in progress and never considered the "final word." Jobs change, laws change, organizations change, and so on, making it essential that all supervisors, working as a team, review these guidelines during and after each rating period to ensure they are still valid.

The Rating Process

When rating employees, the goal is for everyone to score 4, or for everyone to meet the expectations of their job. It should not be easy to score a 4, and every effort should be made to avoid the easy way out by rating all of your employees the same way. There aren't many employees who do not have a few problem areas among the standards that need to be rated, and it is a disservice to them to not point out where they may not be meeting the standards set forth by your function and/or unit. If you have an employee who is failing in a certain performance standard, but you know he or she should be able to perform up to the standards, score them with a 3 for that standard and explain where they may be failing to meet the standard. Obviously if they are rated with a 1 or 2, you have recognized serious problems that must be corrected in order for the employee to continue to work in that job. The same goes for those who are exceeding expectations. Encourage these employees to continue to exceed, and if you feel you can clearly justify a higher rating, do so.

Dimensions and Performance Standards

Presented below are the dimensions that have been identified as critical to the performance of jobs in administrative jobs, and more importantly, the performance standards that have been identified within each dimension. You will need to read each of these carefully prior to rating your employees. If you feel any of these need to be changed, contact the Deputy Chief of Administration, or designee, to address the concerns.

Adaptability/Attitude

Willingness and ability to adjust to changes in tasks, assignments, and goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees.

Acceptance of feedback *- Evaluates the way the employee accepts a supervisor's criticism and how that feedback is used to improve performance.*

(1 to 3) ***Unsatisfactory*** - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism as a personal attack.

(4) ***Meets Expectations*** - Accepts criticism in a positive manner and applies it to improve performance and further learning.

(5 to 7) ***Exceeds Expectations*** - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

Attitude Towards Work *- Evaluates how the employee views position in terms of personal motivation, goals, and acceptance of the responsibility of the job.*

(1 to 3) ***Unsatisfactory*** - Sees position only as a job, uses position to boost ego, abuses authority, demonstrates little dedication to the principles of the position.

(4) ***Meets Expectations*** - Demonstrates an active interest in his or her position and its duties and responsibilities.

(5 to 7) ***Exceeds Expectations*** - Uses off-duty time to further position knowledge and improve skills, maintaining high ideals in terms of professional responsibility.

Decision Making

The ability to give proper consideration to all possible alternative courses of action and make the proper decision for the proper circumstances. The ability to make those decisions under stress and with little time to act.

Decision Making - *Evaluates the employee's performance in terms of arriving at sound judgments and making proper decisions.*

(1 to 3) ***Unsatisfactory*** - Acts without thought or good reason. Is often indecisive and naive. Cannot recall previous solutions and apply them in like situations.

(4) ***Meets Expectations*** - Able to reason to make a sound, timely decision in routine situations. Decisions made are reasonable, based upon information available. Perceives situations as they really are. Makes decisions without assistance.

(5 to 7) ***Exceeds Expectations*** - Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Relates past solutions to present problems.

Problem Solving

Ability to manage complex and stressful situations with the ability to identify possible problems in a timely manner. The ability to identify and evaluate potential solutions and the positive or negative impact they could have on public and personnel safety and welfare. The ability to apply Sheriff's Office policy, state law, and federal law to all possible solutions and choose the most appropriate action.

Problem Solving- Evaluates the employee's performance in terms of ability to perceive problems or potential problems. The ability to evaluate possible solutions and choose the most appropriate for the solution.

(1 to 3) ***Unsatisfactory-*** Is unable to identify problems or potential problems. If the problem is identified they cannot reason through it and come to a sound, acceptable solution.

(4) ***Meets Expectations-*** Able to reason through a problem and come to an acceptable conclusion in routine situations. Readily identifies problems and applies appropriate solutions in a timely manner.

(5 to 7) ***Exceeds Expectations-*** Able to reason through even the most complex situations and is able to reach the appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolution in advance.

Dependability

Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.

Punctuality – Evaluates the employee's ability to attend to scheduled activities when required and in a manner necessary to attend to whatever duties and responsibilities that may be required.

(1 to 3) ***Unsatisfactory*** – Consistently fails to appear at scheduled events and activities. Not ready to perform required duties and responsibilities when appearing for scheduled activities.

(4) ***Meets Expectations*** – Appears at scheduled events and activities ready to perform required duties and responsibilities.

(5 to 7) ***Exceeds Expectations*** – Consistently appears at scheduled events and activities with equipment ready for whatever duties are required.

Self-Initiated Activity - Evaluates the employee's ability to recognize, determine course of action, and use available resources to get the job, task, or scheduled or unscheduled activity done with minimum supervision.

(1 to 3) ***Unsatisfactory*** - Does not see or avoids tasks that are apparent to other employees. Must be told by other employees or supervisors to do tasks or they will not get done. Employee must be followed up on or activity may or may not get done.

(4) ***Meets Expectations*** - Recognizes and identifies tasks that must be performed and gets them done with minimum supervision. Usually no follow up is necessary.

(5 to 7) ***Exceeds Expectations*** - Is constantly aware of his or her surroundings and the tasks that have to be done to completely do the job as required. Keeps co-workers conscious of duties that are to be completed when they do not see or remember them. Work never needs to be checked or followed up on.

Professional Image

Presenting and maintaining a professional appearance through grooming, dress, and personal actions.

General Appearance - Evaluates physical appearance, dress, and demeanor.

(1 to 3) ***Unsatisfactory*** - Clothing is consistently wrinkled and improperly worn. Hair is not properly groomed. Consistently has offensive body odor and/or bad breath.

(4) ***Meets Expectations*** - Clothing is neat and clean, and appearance and demeanor is professional.

(5 to 7) ***Exceeds Expectations*** - Clothing is neat and clean, and employee consistently displays positive, professional demeanor toward citizens as well as other Sheriff's Office employees.

Communication/Relationships

Ability to interact with citizens and other employees in an appropriate and effective manner, effectively expressing and communicating ideas in writing, orally, and through non-verbal behavior.

With Citizens - Evaluates the employee's ability to interact with citizens in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** – Employee is abrupt, belligerent, overbearing, arrogant, and uncommunicative, overlooking or avoiding "service" aspect of job. Introverted, insensitive, and uncaring.

(4) ***Meets Expectations*** - Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner, and is service oriented.

(5 to 7) ***Exceeds Expectations*** - Is very much at ease with citizen contacts, quickly establishing rapport and leaving people with the feeling that the employee was interested in serving them. Is objective in all contacts.

With Ethnic Groups Other than his Own - Evaluates the employee's ability to interact with members of ethnic or racial groups other than own, in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** - Is hostile or overly sympathetic. Is prejudicial, subjective, and biased. Treats members in this grouping differently than members of own ethnic or racial group would be treated.

(4) ***Meets Expectations*** - Is at ease with members of other ethnic/racial groups. Serves their need objectively and with concern. Does not feel threatened when in their presence.

(5 to 7) ***Exceeds Expectations*** - Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

With Other Sheriff's Office Employees - Evaluates the employee's ability to effectively interact with other employees of various ranks and in various capacities within the Sheriff's Office.

(1 to 3) ***Unsatisfactory*** – Patronizes other employees and superiors, or is antagonistic towards them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instructions. Considers him or herself superior. Belittles others. Is not a "team" player. Frowns on others.

(4) ***Meets Expectations*** - Adheres to the chain of command and accepts the employee's role in the organization. Good peer relationships and is accepted as a group member.

(5 to 7) ***Exceeds Expectations*** - Is at ease in contact with superiors. Understands superiors' responsibilities, respects and supports their position, and is a peer-group leader.

Use of Routine Forms (Accuracy/Completeness) - Evaluates employee's ability to properly use forms necessary for job accomplishment.

(1 to 3) ***Unsatisfactory*** - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

(4) ***Meets Expectations*** - Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

(5 to 7) ***Exceeds Expectations*** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

Report Writing (Organization/Details) - Evaluates the employees' ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

(1 to 3) ***Unsatisfactory*** - Unable to organize information and reduce it to writing, leaving out pertinent details in report.

(4) ***Meets Expectations*** - Completes reports, organizing information in a logical manner. Reports contain the required information and details.

(5 to 7) ***Exceeds Expectations*** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that reader understands what occurred.

Report Writing (Grammar/Spelling/Neatness) - Evaluates the employee's ability to use proper English, to follow the rules for spelling, and to write neatly.

(1 to 3) ***Unsatisfactory*** - Reports are illegible and contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.

(4) ***Meets Expectations*** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.

(5 to 7) ***Exceeds Expectations*** - Reports are very neat and legible containing no spelling or grammar errors.

Job Knowledge

Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.

Knowledge of Standard Operating Policies and Procedures - Evaluates employee's knowledge of Sheriff's Office policies and procedures and ability to apply this knowledge in their position.

(1 to 3) ***Unsatisfactory*** - Fails to display knowledge of Sheriff's Office policies and regulations, or violates them.

(4) ***Meets Expectations*** - Familiar with most commonly applied Sheriff's Office policies and regulations, and complies with them.

(5 to 7) ***Exceeds Expectations*** - Has an excellent working knowledge of Sheriff's Office policies and regulations, including less known and seldom used ones.

Knowledge of Codes of Criminal Procedure – Evaluates employee's knowledge of criminal procedures and ability to apply those procedures to records management.

(1 to 3) ***Unsatisfactory*** - Consistently fails to understand and apply criminal procedures and codes used in records management

(4) ***Meets Expectations*** - Follows required procedures in commonly encountered situations and consistently enters proper codes.

(5 to 7) ***Exceeds Expectations*** - Follows required procedure in all cases, accurately applying policies and procedure relating to records management.

Self-Initiated Activity - *Evaluates the employee's interest and ability to initiate records management-related activity, and to act on even low-priority situations.*

(1 to 3) ***Unsatisfactory*** - Does not see or avoids activity. Does not follow up on situations. Does not have a broad orientation to the job.

(4) ***Meets Expectations*** - Recognizes and identifies records management-related activity. Has a broad orientation to the job, including low-priority activity.

(5 to 7) ***Exceeds Expectations*** - Seldom misses observable activity, making good dispositions from observed activity, thinking well "on their feet".

Data Entry (Computer Skills) - Evaluates the employee's knowledge of computer operation, data entry, and the employee's progress in using the system software as it relates to court services operations and records.

(1 to 3) ***Unsatisfactory -*** Does not attempt to learn basic computer operation or states that he or she cannot learn to operate a computer. Lets others do the computer entries.

(4) ***Meets Expectations -*** Has a good general knowledge of court services computer needs, applying it during his or her workday, recognizing requirements for timely and correct entries on a daily basis.

(5 to 7) ***Exceeds Expectations -*** Has an outstanding working knowledge of the computer systems and the need for and use of the information stored, and is comfortable and familiar with the computer system with the capability of instructing others in the use of the system.

Physical Fitness

Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

(1 to 3) ***Unsatisfactory*** – Consistently unable to physically perform the duties of the job due to incapacity resulting from mental or physical imparities.

(4) ***Meets Expectations*** – Maintains physical fitness and is able to physically and mentally perform duties and responsibilities in a satisfactory manner.

(5 to 7) ***Exceeds Expectations*** – Follows a program of physical and mental fitness using the equipment in the Sheriff's Office, or participates in a program at a local fitness center, designed to make

the employee sound physically and mentally and capable of handling any aspects of the job.

Professional Ethics

A code of moral principles and behaviors of a person with respect to what is right or wrong in dealing with internal values that shape decisions concerning social responsibility.

Professional Ethics- Evaluates the employee's professional principles and behaviors with respect to what is right and wrong while dealing with internal values that are a part of the Sheriff's Office, and shapes decisions concerning social responsibility with respect to the community.

(1 to 3) ***Unsatisfactory-*** Unable to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. Experiences problems in the areas of professional life that reflects negatively on the Blount County Sheriff's Office or the law enforcement profession and / or adversely affects its relationship with the community.

(4) ***Meets Expectations-*** Is able to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and legal and social guidelines of the community. Is able to make appropriate decisions in both professional and personal life. If problems are experienced the employee is able to limit them to minor and deal with them appropriately in a timely manner.

(5 to 7) ***Exceeds Expectations-*** Is able to apply principles and behaviors concerning right and wrong. Lifestyle exceeds the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. The employee sets an example for their peers and / or subordinates to follow.

Care and Use of Equipment

The ability to demonstrate safe and lawful operation of assigned vehicles and equipment in accordance with state law as well as Sheriff's Office Policy and Procedures. The ability to maintain equipment in a clean, dry and serviceable condition.

Care and use of equipment – Evaluates the employee's ability to operate equipment in accordance with state law as well as policy and to maintain it in proper condition.

(1 to 3) ***Unsatisfactory –*** Demonstrates inability to operate assigned vehicle or issued equipment in accordance with state law or policy and procedures of the Sheriff's Office. Does not maintain equipment in a clean, dry and serviceable condition or have needed equipment available for use at all times.

(4) ***Meets Expectations –*** Demonstrates ability to operate assigned vehicle and issued equipment in accordance with state law and policy and procedures of the Sheriff's Office. Maintains equipment in a clean, dry and serviceable condition and has needed equipment available at all times.

(5 to 7) ***Exceeds Expectations –*** Demonstrates ability to operate assigned vehicle and issued equipment in such a manner that is above and beyond what is expected. Exceeds standards set by state law and Sheriff's Office policy and procedure. Maintains equipment in such a way that exceeds the operability and appearance standards and ensures that all needed equipment is readily available at all times and is able to assist peers in times of need.

Knowledge of Policy and Procedures

The understanding of policy and procedures and the ability to conform to them, as well as the ability to apply them to everyday situations.

Evaluates the employee on their ability to recall and apply the policy and procedures of the Sheriff's Office to everyday situations. Also evaluates their ability to conform to these policies even though their personal preference or opinion may differ.

(1 to 3) ***Unsatisfactory –*** Acts without consideration of the policy and procedures of the Sheriff's Office. Cannot or will not apply these policies to themselves or their decision making process.

(4) ***Meets Expectations –*** Acts with due regard and within the perimeters of the policy and procedures of the Sheriff's Office. Conforms to all policy and procedure and is able to apply them to every day decision-making process.

(5 to 7) ***Exceeds Expectations –*** Thinks ahead and considers situations that might result from certain actions taken that could cause conflict between those actions and the policy and procedures of the Sheriff's Office. Able to apply those policies to everyday situations and is able to guide and assist his/her peers in difficult situations.

Personal Development

The motivation and the desire to constantly improve personal skills, ability, and level of education.

Evaluates the employee's motivation and desire to constantly improve themselves. This occurs through the use of all available resources from on the job training to formal education, training, and involvement in special opportunities provided by the law enforcement community.

(1 to 3) ***Unsatisfactory –*** Lacks motivation and desire for self-improvement. Does not participate in opportunities for training and education. Makes no effort to continue the learning process, other than mandatory requirements.

(4) ***Meets Expectations –*** Possesses the desire and motivation for self-improvement. Takes advantage of opportunities to further education, knowledge, and experience.

(5 to 7) ***Exceeds Expectations –*** Has a great desire for self-improvement. Seizes every possible opportunity for education and training. Makes every attempt to gain as much experience as possible in the law enforcement profession.

Community Involvement

Reflects a caring attitude for people in the community. Demonstrates caring attitude by involvement in community activities, organizations, or movements that enhances the quality of life in Blount County.

Evaluates the employee's involvement in community organizations or activities that enhance the quality of life in Blount County. Also reflects the selfless attitude of the employee and willingness to help others.

(1 to 3) ***Unsatisfactory –*** Employee lacks caring attitude for others. Lacks participation in any type of community activity or organization. Refuses to give of themselves for the betterment of the community or others.

(4) ***Meets Expectations –*** Employee is involved in community activities to some extent. Demonstrates a caring attitude for others and seeks to assist others when needed.

(5 to 7) ***Exceeds Expectations –*** Employee is involved in different community activities. Demonstrates a desire to get more involved. Seeks out areas to work in or with and is committed to making Blount County a better place to live and work.

Managerial Skills
(Supervisors Only)

The ability to provide positive reinforcement or constructive criticism, depending on the situation to all subordinates fairly and consistently. The ability to manage and utilize all available resources effectively in any given situation. The ability to coordinate actions between different agencies or functions without conflict to accomplish the task at hand.

Evaluates the employee's ability to counsel subordinates in any situation fairly. To administer discipline fairly and consistently. To manage and coordinate difficult

situations with different elements of the Sheriff's Office or other agencies without conflict and with effectiveness.

(1 to 3) ***Unsatisfactory –*** Does not have the ability to encourage or constructively criticize subordinates. Is timid about dealing with situations where discipline is needed. Cannot fairly and consistently deal with problems. Is unable to manage situations with different elements involved. Unable to compromise and work together with other functions or agencies without conflict.

(4) ***Meets Expectations –*** Has the ability to counsel subordinates in an encouraging manner. Has the ability to criticize in a constructive manner. Has the ability to manage complex situations involving different functions of the Sheriff's Office and other agencies. Is able to coordinate these activities without causing conflict.

(5 to 7) ***Exceeds Expectations –*** Has the ability to counsel others and subordinates in an encouraging manner. Can offer criticism without being condescending. Has the ability to foresee possible conflict in situations and prevent it. Has the ability to manage and coordinate complex situations involving other functions or agencies without problems or conflicts.

Judgment
(Supervisors Only)

Ability to use discretion in evaluating a situation and making a sound decision and using appropriate implementation tactics.

Evaluates the employee's ability to evaluate a situation or set of circumstances and make a sound decision. After making the decision implementing it within the policy and procedures of the Blount County Sheriff's Office as well as state laws.

(1 to 3) ***Unsatisfactory –*** Unable to make a sound decision. Makes decisions that are contrary to the policy and procedure of the Sheriff's Office and/or state law. Cannot appropriately implement a decision after it has been made.

(4) ***Meets Expectations –*** Able to make a sound decision that falls within the guidelines of Sheriff's Office policy and procedure as well as state law. Is able to implement the decision appropriately.

(5 to 7) ***Exceeds Expectations –*** Able to make a sound decision and foresee any problems before they occur. Able to make adjustments as needed to avoid or circumvent problems during the implementation stage.

Professional Qualities
(Supervisors Only)

Characteristics possessed that reflect confidence, experience, and knowledge. Includes all aspects of appearance, presence, and ability to communicate with others. Projects honesty, competence and loyalty.

Evaluates the employee's ability to reflect confidence, experience, knowledge in appearance and presence. Also, their ability to communicate with others and to display honesty, competence and loyalty without the appearance of arrogance.

(1 to 3) ***Unsatisfactory –*** Unable to show confidence. Lacks experience and presence. Unable to communicate clearly with others. Lacks the qualities of honesty and competence. Appearance of arrogance during interaction with others.

(4) ***Meets Expectations –*** Able to demonstrate confidence and experience. Has a presence that reflects honesty and competence. Can communicate clearly and does not appear arrogant. Appearance reflects these qualities.

(5 to 7) ***Exceeds Expectations –*** Shows confidence and experience in all activities. Very presence reflects honesty and competence in everything accomplished. Can communicate well with others in any environment and can do so in a humble and respectful manner. Physical appearance reflects all of these qualities.

Blount County Sheriff's Office
Human Resources Manual
Appendix 14-F

Standardized Performance Evaluation Guidelines
TRAINING

Introduction

The heart of the Performance Management System is the evaluation of employees by their supervisors based on standards and expectations that have been previously communicated. These guidelines are designed to assist supervisors (in what is admittedly a subjective process) by presenting the performance dimensions that are to be used in an evaluation program and then providing basic information on the expectations surrounding each standard that has been developed for each dimension. It is impossible to ensure that every supervisor rates his or her employees as all other supervisors rate theirs, but it is hoped these guidelines will provide the best opportunity to have as objective evaluation process as possible. As with anything else, the quality of the output is often only as good as the quality of the input, meaning it will be up to each supervisor to work within these guidelines and not hesitate to ask questions and seek assistance whenever they have problems.

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The ability to give proper consideration to all possible alternative courses of action and make the proper decision for the proper circumstances. The ability to make those decisions under stress and with little time to act.

Decision Making - *Evaluates the employee's performance in terms of arriving at sound judgments and making proper decisions.*

(1 to 3) ***Unsatisfactory*** - Acts without thought or good reason. Is often indecisive and naive. Cannot recall previous solutions and apply them in like situations.

(4) ***Meets Expectations*** - Able to reason to make a sound, timely decision in routine situations. Decisions made are reasonable, based upon information available. Perceives situations as they really are. Makes decisions without assistance.

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Problem Solving

Ability to manage complex and stressful situations with the ability to identify possible problems in a timely manner. The ability to identify and evaluate potential solutions and the positive or negative impact they could have on public and personnel safety and welfare. The ability to apply Sheriff's Office policy, state law, and federal law to all possible solutions and choose the most appropriate action.

Problem Solving- Evaluates the employee's performance in terms of ability to perceive problems or potential problems. The ability to evaluate possible solutions and choose the most appropriate for the solution.

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(4) ***Meets Expectations-*** Able to reason through a problem and come to an acceptable conclusion in routine situations. Readily identifies problems and applies appropriate solutions in a timely manner.

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Dependability

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Professional Image

Presenting and maintaining a professional appearance through grooming, dress, and personal actions.

General Appearance - Evaluates physical appearance, dress, and demeanor.

(1 to 3) ***Unsatisfactory*** - Clothing is consistently wrinkled and improperly worn. Hair is not properly groomed. Consistently has offensive body odor and/or bad breath.

(4) ***Meets Expectations*** - Clothing is neat and clean, and appearance and demeanor is professional.

(5 to 7) ***Exceeds Expectations*** - Clothing is neat and clean, and employee consistently displays positive, professional demeanor toward citizens as well as other Sheriff's Office employees.

Communication/Relationships

Ability to interact with citizens and other employees in an appropriate and effective manner, effectively expressing and communicating ideas in writing, orally, and through non-verbal behavior.

With Citizens - Evaluates the employee's ability to interact with citizens in an appropriate, efficient manner.

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(4) ***Meets Expectations*** - Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner, and is service oriented.

(5 to 7) ***Exceeds Expectations*** - Is very much at ease with citizen contacts, quickly establishing rapport and leaving people with the feeling that the employee was interested in serving them. Is objective in all contacts.

With Ethnic Groups Other than his Own - Evaluates the employee's ability to interact with members of ethnic or racial groups other than own, in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** - Is hostile or overly sympathetic. Is prejudicial, subjective, and biased. Treats members in this grouping differently than members of own ethnic or racial group would be treated.

(4) ***Meets Expectations*** - Is at ease with members of other ethnic/racial groups. Serves their need objectively and with concern. Does not feel threatened when in their presence.

(5 to 7) ***Exceeds Expectations*** - Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

With Other Sheriff's Office Employees - Evaluates the employee's ability to effectively interact with other employees of various ranks and in various capacities within the Sheriff's Office.

(1 to 3) ***Unsatisfactory*** – Patronizes other employees and superiors, or is antagonistic towards them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instructions. Considers him or herself superior. Belittles others. Is not a "team" player. Frowns on others.

(4) ***Meets Expectations*** - Adheres to the chain of command and accepts the employee's role in the organization. Good peer relationships and is accepted as a group member.

(5 to 7) ***Exceeds Expectations*** - Is at ease in contact with superiors. Understands superiors' responsibilities, respects and supports their position, and is a peer-group leader.

Use of Routine Forms (Accuracy/Completeness) - Evaluates employee's ability to properly use forms necessary for job accomplishment.

(1 to 3) ***Unsatisfactory*** - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

(4) ***Meets Expectations*** - Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

(5 to 7) ***Exceeds Expectations*** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

Report Writing (Organization/Details) - Evaluates the employees' ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

(1 to 3) ***Unsatisfactory*** - Unable to organize information and reduce it to writing, leaving out pertinent details in report.

(4) ***Meets Expectations*** - Completes reports, organizing information in a logical manner. Reports contain the required information and details.

(5 to 7) ***Exceeds Expectations*** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that reader understands what occurred.

Report Writing (Grammar/Spelling/Neatness) - Evaluates the employee's ability to use proper English, to follow the rules for spelling, and to write neatly.

(1 to 3) ***Unsatisfactory*** - Reports are illegible and contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.

(4) ***Meets Expectations*** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.

(5 to 7) ***Exceeds Expectations*** - Reports are very neat and legible containing no spelling or grammar errors.

Job Knowledge

Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.

Knowledge of Standard Operating Policies and Procedures - Evaluates employee's knowledge of Sheriff's Office policies and procedures and ability to apply this knowledge in their position.

(1 to 3) ***Unsatisfactory*** - Fails to display knowledge of Sheriff's Office policies and regulations, or violates them.

(4) ***Meets Expectations*** - Familiar with most commonly applied Sheriff's Office policies and regulations, and complies with them.

(5 to 7) ***Exceeds Expectations*** - Has an excellent working knowledge of Sheriff's Office policies and regulations, including less known and seldom used ones.

Knowledge of Codes of Criminal Procedure – Evaluates employee's knowledge of criminal procedures and ability to apply those procedures to records management.

(1 to 3) ***Unsatisfactory*** - Consistently fails to understand and apply criminal procedures and codes used in records management

(4) ***Meets Expectations*** - Follows required procedures in commonly encountered situations and consistently enters proper codes.

(5 to 7) ***Exceeds Expectations*** - Follows required procedure in all cases, accurately applying policies and procedure relating to records management.

Self-Initiated Activity - *Evaluates the employee's interest and ability to initiate records management-related activity, and to act on even low-priority situations.*

(1 to 3) ***Unsatisfactory*** - Does not see or avoids activity. Does not follow up on situations. Does not have a broad orientation to the job.

(4) ***Meets Expectations*** - Recognizes and identifies records management-related activity. Has a broad orientation to the job, including low-priority activity.

(5 to 7) ***Exceeds Expectations*** - Seldom misses observable activity, making good dispositions from observed activity, thinking well "on their feet".

Data Entry (Computer Skills) - Evaluates the employee's knowledge of computer operation, data entry, and the employee's progress in using the system software as it relates to court services operations and records.

(1 to 3) ***Unsatisfactory -*** Does not attempt to learn basic computer operation or states that he or she cannot learn to operate a computer. Lets others do the computer entries.

(4) ***Meets Expectations -*** Has a good general knowledge of court services computer needs, applying it during his or her workday, recognizing requirements for timely and correct entries on a daily basis.

(5 to 7) ***Exceeds Expectations -*** Has an outstanding working knowledge of the computer systems and the need for and use of the information stored, and is comfortable and familiar with the computer system with the capability of instructing others in the use of the system.

Physical Fitness

Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

(1 to 3) ***Unsatisfactory*** – Consistently unable to physically perform the duties of the job due to incapacity resulting from mental or physical imparities.

(4) ***Meets Expectations*** – Maintains physical fitness and is able to physically and mentally perform duties and responsibilities in a satisfactory manner.

(5 to 7) ***Exceeds Expectations*** – Follows a program of physical and mental fitness using the equipment in the Sheriff's Office, or participates in a program at a local fitness center, designed to make

the employee sound physically and mentally and capable of handling any aspects of the job.

Professional Ethics

A code of moral principles and behaviors of a person with respect to what is right or wrong in dealing with internal values that shape decisions concerning social responsibility.

Professional Ethics- Evaluates the employee's professional principles and behaviors with respect to what is right and wrong while dealing with internal values that are a part of the Sheriff's Office, and shapes decisions concerning social responsibility with respect to the community.

(1 to 3) ***Unsatisfactory-*** Unable to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. Experiences problems in the areas of professional life that reflects negatively on the Blount County Sheriff's Office or the law enforcement profession and / or adversely affects its relationship with the community.

(4) ***Meets Expectations-*** Is able to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and legal and social guidelines of the community. Is able to make appropriate decisions in both professional and personal life. If problems are experienced the employee is able to limit them to minor and deal with them appropriately in a timely manner.

(5 to 7) ***Exceeds Expectations-*** Is able to apply principles and behaviors concerning right and wrong. Lifestyle exceeds the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. The employee sets an example for their peers and / or subordinates to follow.

Care and Use of Equipment

The ability to demonstrate safe and lawful operation of assigned vehicles and equipment in accordance with state law as well as Sheriff's Office Policy and Procedures. The ability to maintain equipment in a clean, dry and serviceable condition.

Care and use of equipment – Evaluates the employee's ability to operate equipment in accordance with state law as well as policy and to maintain it in proper condition.

(1 to 3) ***Unsatisfactory –*** Demonstrates inability to operate assigned vehicle or issued equipment in accordance with state law or policy and procedures of the Sheriff's Office. Does not maintain equipment in a clean, dry and serviceable condition or have needed equipment available for use at all times.

(4) ***Meets Expectations –*** Demonstrates ability to operate assigned vehicle and issued equipment in accordance with state law and policy and procedures of the Sheriff's Office. Maintains equipment in a clean, dry and serviceable condition and has needed equipment available at all times.

(5 to 7) ***Exceeds Expectations –*** Demonstrates ability to operate assigned vehicle and issued equipment in such a manner that is above and beyond what is expected. Exceeds standards set by state law and Sheriff's Office policy and procedure. Maintains equipment in such a way that exceeds the operability and appearance standards and ensures that all needed equipment is readily available at all times and is able to assist peers in times of need.

Knowledge of Policy and Procedures

The understanding of policy and procedures and the ability to conform to them, as well as the ability to apply them to everyday situations.

Evaluates the employee on their ability to recall and apply the policy and procedures of the Sheriff's Office to everyday situations. Also evaluates their ability to conform to these policies even though their personal preference or opinion may differ.

(1 to 3) ***Unsatisfactory –*** Acts without consideration of the policy and procedures of the Sheriff's Office. Cannot or will not apply these policies to themselves or their decision making process.

(4) ***Meets Expectations –*** Acts with due regard and within the perimeters of the policy and procedures of the Sheriff's Office. Conforms to all policy and procedure and is able to apply them to every day decision-making process.

(5 to 7) ***Exceeds Expectations –*** Thinks ahead and considers situations that might result from certain actions taken that could cause conflict between those actions and the policy and procedures of the Sheriff's Office. Able to apply those policies to everyday situations and is able to guide and assist his/her peers in difficult situations.

Personal Development

The motivation and the desire to constantly improve personal skills, ability, and level of education.

Evaluates the employee's motivation and desire to constantly improve themselves. This occurs through the use of all available resources from on the job training to formal education, training, and involvement in special opportunities provided by the law enforcement community.

(1 to 3) ***Unsatisfactory –*** Lacks motivation and desire for self-improvement. Does not participate in opportunities for training and education. Makes no effort to continue the learning process, other than mandatory requirements.

(4) ***Meets Expectations –*** Possesses the desire and motivation for self-improvement. Takes advantage of opportunities to further education, knowledge, and experience.

(5 to 7) ***Exceeds Expectations –*** Has a great desire for self-improvement. Seizes every possible opportunity for education and training. Makes every attempt to gain as much experience as possible in the law enforcement profession.

Community Involvement

Reflects a caring attitude for people in the community. Demonstrates caring attitude by involvement in community activities, organizations, or movements that enhances the quality of life in Blount County.

Evaluates the employee's involvement in community organizations or activities that enhance the quality of life in Blount County. Also reflects the selfless attitude of the employee and willingness to help others.

(1 to 3) ***Unsatisfactory –*** Employee lacks caring attitude for others. Lacks participation in any type of community activity or organization. Refuses to give of themselves for the betterment of the community or others.

(4) ***Meets Expectations –*** Employee is involved in community activities to some extent. Demonstrates a caring attitude for others and seeks to assist others when needed.

(5 to 7) ***Exceeds Expectations –*** Employee is involved in different community activities. Demonstrates a desire to get more involved. Seeks out areas to work in or with and is committed to making Blount County a better place to live and work.

Managerial Skills
(Supervisors Only)

The ability to provide positive reinforcement or constructive criticism, depending on the situation to all subordinates fairly and consistently. The ability to manage and utilize all available resources effectively in any given situation. The ability to coordinate actions between different agencies or functions without conflict to accomplish the task at hand.

Evaluates the employee's ability to counsel subordinates in any situation fairly. To administer discipline fairly and consistently. To manage and coordinate difficult

situations with different elements of the Sheriff's Office or other agencies without conflict and with effectiveness.

(1 to 3) ***Unsatisfactory –*** Does not have the ability to encourage or constructively criticize subordinates. Is timid about dealing with situations where discipline is needed. Cannot fairly and consistently deal with problems. Is unable to manage situations with different elements involved. Unable to compromise and work together with other functions or agencies without conflict.

(4) ***Meets Expectations –*** Has the ability to counsel subordinates in an encouraging manner. Has the ability to criticize in a constructive manner. Has the ability to manage complex situations involving different functions of the Sheriff's Office and other agencies. Is able to coordinate these activities without causing conflict.

(5 to 7) ***Exceeds Expectations –*** Has the ability to counsel others and subordinates in an encouraging manner. Can offer criticism without being condescending. Has the ability to foresee possible conflict in situations and prevent it. Has the ability to manage and coordinate complex situations involving other functions or agencies without problems or conflicts.

Judgment
(Supervisors Only)

Ability to use discretion in evaluating a situation and making a sound decision and using appropriate implementation tactics.

Evaluates the employee's ability to evaluate a situation or set of circumstances and make a sound decision. After making the decision implementing it within the policy and procedures of the Blount County Sheriff's Office as well as state laws.

(1 to 3) ***Unsatisfactory –*** Unable to make a sound decision. Makes decisions that are contrary to the policy and procedure of the Sheriff's Office and/or state law. Cannot appropriately implement a decision after it has been made.

(4) ***Meets Expectations –*** Able to make a sound decision that falls within the guidelines of Sheriff's Office policy and procedure as well as state law. Is able to implement the decision appropriately.

(5 to 7) ***Exceeds Expectations –*** Able to make a sound decision and foresee any problems before they occur. Able to make adjustments as needed to avoid or circumvent problems during the implementation stage.

Professional Qualities
(Supervisors Only)

Characteristics possessed that reflect confidence, experience, and knowledge. Includes all aspects of appearance, presence, and ability to communicate with others. Projects honesty, competence and loyalty.

Evaluates the employee's ability to reflect confidence, experience, knowledge in appearance and presence. Also, their ability to communicate with others and to display honesty, competence and loyalty without the appearance of arrogance.

(1 to 3) ***Unsatisfactory –*** Unable to show confidence. Lacks experience and presence. Unable to communicate clearly with others. Lacks the qualities of honesty and competence. Appearance of arrogance during interaction with others.

(4) ***Meets Expectations –*** Able to demonstrate confidence and experience. Has a presence that reflects honesty and competence. Can communicate clearly and does not appear arrogant. Appearance reflects these qualities.

(5 to 7) ***Exceeds Expectations –*** Shows confidence and experience in all activities. Very presence reflects honesty and competence in everything accomplished. Can communicate well with others in any environment and can do so in a humble and respectful manner. Physical appearance reflects all of these qualities.

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Employee Probationary Evaluation

Employee Name:_____ Function:_____

Present Position:_____ Evaluation Period:_____

Scoring System:

Score of 1-3 – Unsatisfactory
Score of 4 – Meets Expectations
Score of 5-7 – Exceeds Expectations

Any score less than 4 or more than 5 requires comments from the rater.

PART I: PERFORMANCE REVIEW DIMENSIONS	SCORING
Adaptability / Attitude: Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees. Willingness to accept criticism and/or feedback.	
Decision Making: Ability to manage complex and stressful situations while giving proper consideration to all alternative courses of action	
Problem Solving: Ability to identify and evaluate possible solutions, selecting and implementing appropriate means of resolution.	
Dependability: Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.	
Professional Image: Presenting and maintaining a professional appearance through grooming dress and personal actions, including proper maintenance and usage of all assigned equipment	
Communication / Relationships: Ability to interact with citizens and other employees in an appropriate and effective manner, and effectively express and communicate ideas in writing, orally, and through non-verbal behavior.	
Job Knowledge: Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.	
Physical Fitness: Maintaining a level of physical preparedness that enables one to successfully perform required tasks.	
Professional Ethics: Conducting oneself in a manner that is above reproach in all situations while on and off duty.	
Care and Use of Equipment: Demonstrated safe and lawful operation of assigned vehicles and equipment in accordance with state law and policies and procedures.	
Knowledge of Policies and Procedures: Understanding of policies and procedures and ability to conform to them, applying them to everyday situations.	
Personal Development:	
Community Involvement:	
Managerial Skills (for rating supervisors):	
Judgment (for rating supervisors):	
Professional Qualities (for rating supervisors):	

PART II : OVERALL RATING OF PERFORMANCE (AVERAGE OF SCORES):_____

Copy Given to Employee:_____

PART III: CONSRUCTIVE CRITIQUE: Use the space below to comment on any of the dimensions and supporting criteria from the first page. REMEMBER: Raters are required to comment on any rating below 4 and above 5.

PART IV EMPLOYEE COMMENTS: If the employee being rated wishes to make any comments regarding his/her score or comments by the rater, ues the space provided below and/or attach a separate sheet.

Employee's Signature:_____ Date:_____

Rater's Signature:_____ Date:_____

Captain's Signature (If Applicable):_____ Date:_____

Deputy Chief's Signature_____ Date:_____

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Appendix 17

Employee Evaluation

Employee Name:_____ Function:_____

Present Position:_____ Evaluation Period:_____

Scoring System:

Score of 1-3 – Unsatisfactory
Score of 4 – Meets Expectations
Score of 5-7 – Exceeds Expectations

Any score less than 4 or more than 5 requires comments from the rater.

PART I: PERFORMANCE REVIEW DIMENSIONS	SCORING
Adaptability / Attitude: Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees. Willingness to accept criticism and/or feedback.	
Decision Making: Ability to manage complex and stressful situations while giving proper consideration to all alternative courses of action	
Problem Solving: Ability to identify and evaluate possible solutions, selecting and implementing appropriate means of resolution.	
Dependability: Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.	
Professional Image: Presenting and maintaining a professional appearance through grooming dress and personal actions, including proper maintenance and usage of all assigned equipment	
Communication / Relationships: Ability to interact with citizens and other employees in an appropriate and effective manner, and effectively express and communicate ideas in writing, orally, and through non-verbal behavior.	
Job Knowledge: Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.	
Physical Fitness: Maintaining a level of physical preparedness that enables one to successfully perform required tasks.	
Professional Ethics: Conducting oneself in a manner that is above reproach in all situations while on and off duty.	
Care and Use of Equipment: Demonstrated safe and lawful operation of assigned vehicles and equipment in accordance with state law and policies and procedures.	
Knowledge of Policies and Procedures: Understanding of policies and procedures and ability to conform to them, applying them to everyday situations.	
Personal Development:	
Community Involvement:	
Managerial Skills (for rating supervisors):	
Judgment (for rating supervisors):	
Professional Qualities (for rating supervisors):	

PART II : OVERALL RATING OF PERFORMANCE (AVERAGE OF SCORES):_____

Copy Given to Employee:_____

PART III: COMMENTS SUPPORTING THE OVERALL EVALUATION (The rater must include specific information regarding any evaluation rating of "Unsatisfactory" or "Exceeds Expectations")

(Attach additional sheets if required)

PART IV FUTURE PLANS/ACTIONS: (Discuss specific personal development or other actions dictated by the evaluation)

(Attach additional sheets if required)

PART V: EMPLOYEE COMMENTS:

(Attach additional sheets if required)

Employee's Signature:_____ Date:_____

Rater's Signature:_____ Date:_____

Captain's Signature (If Applicable):_____ Date:_____

Deputy Chief's Signature (If other than the rater)_____ Date:_____

Chief Deputy's Signature:_____ Date:_____

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Appendix 18

Record of Employee Counseling

Supervisors, within their capabilities, will counsel employees concerning job-related matters, recognizing that many things may impact on an employee's job and performance such as family and other personal matters. Counseling may include recognizing unacceptable behaviors or actions, determining reasons for a particular behavior, or creating ways to correct or improve performance or to solve a problem

Employee Name:_____ Date:_____

Rank:_____ Function:_____

Statement of Problem (Add Additional Pages if Necessary):

_____

_____

_____

_____

Action Taken by Supervisor (Add Additional Pages if Necessary):

_____

_____

_____

_____

Employee Comments (Add Additional Pages if Necessary):

_____

_____

_____

_____

_____ _____

Signature of Supervisor Signature of Employee

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Appendix 19

Disciplinary Complaint Against Employee

The Sheriff's Office depends on the personal integrity of all employees, and discipline is a process of imposing sanctions that will train or develop employees that involves positive reward, training, counseling, and punitive action, with a commitment to the Codes of Ethics and Conduct.

Employee Name: _____ Function: _____

Rank: _____ Supervisor Filing Complaint: _____

Alleged Incident:

Date: _____ Time: _____ Location: _____

Type of Complaint:

Violation of Code of Conduct (please specify and include reference number(s): _____

Violation of Policies and Procedures (please specify and include reference number(s):_____

Class of Violation (Minor or Serious): _____

_____ _____

Signature of Supervisor Filing Complaint Date

Administrative Hearing (If a Serious Violation):

Date: _____ Time: _____ Location: _____

Hearing Officer: _____

Determination of Hearing:

___ **Exonerated:** The incident occurred, but the actions of the employee were lawful and proper.
___ **Sustained:** The allegation is supported by sufficient evidence to believe the incident occurred and is in violation of the Sheriff's Office Code of Conduct and/or policies and procedures.
___ **Policy Failure:** The allegation is supported, but the employee was in compliance with an inadequate policy.
___ **Not Sustained:** The Hearing disclosed insufficient evidence to either support or disprove the allegation.
___ **Unfounded:** The Hearing disclosed that the alleged incident never occurred and, therefore, is false.

_____ _____

Signature of Hearing Officer Date

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Appendix 20

Statement of Disciplinary Action

Name: _____

Date: _____

The following actions may be taken against an employee for disciplinary purposes:

Oral Reprimand: Violation of any order, policy, or procedure may result in an oral reprimand. Supervisors may issue oral reprimands without the prior approval of their Captain, a Deputy Chief, or the Chief Deputy. A supervisor who issues an oral reprimand will maintain a written record of the reprimand, and the basic reason for it, for a period of 1 year. Supervisors must inform the employee being disciplined that the action is a formal oral reprimand.

Written Reprimand: A written reprimand may be issued as the result of an administrative hearing or by a supervisor, and are maintained in the employee's personnel file for a period of up to 3 years. Supervisors may issue a written reprimand in situations where an oral reprimand has not resulted in the expected improvement, or where more severe action is warranted. Supervisors may issue a written reprimand without prior approval of their Captain, Deputy Chief, or the Chief Deputy, but must forward a copy of the reprimand through the chain of command to the Chief Deputy.

Suspension from Duty: Supervisors may immediately suspend from duty any employee, with pay, who reports to work unfit for service as defined in the Code of Conduct. Such suspension will be immediately reported to their Captain and/or a Deputy Chief and to the Chief Deputy by 0900 the next business day. The Chief Deputy will confirm and authorize such suspensions in writing and will exercise the disciplinary procedures deemed appropriate. Any suspension from duty without pay will be approved only after an administrative hearing as established in the administrative review process discussed below. According to federal law, employees who are exempt from overtime will not be suspended without pay for periods of less than one full workday. Non-exempt employees may be suspended without pay on an hourly basis.

Demotion in Rank: Done on the recommendation of the Chief Deputy, with concurrence by the Sheriff, and is accomplished only as the result of an administrative hearing.

Dismissal: This action is subject to the findings of an administrative hearing, and is the most severe form of internal discipline that can only be accomplished after review and concurrence by the Sheriff.

As of the date noted above, the following disciplinary action(s) against you are taken based on the information provided in the Disciplinary Complaint Against Employee Form, specific violations of the Code of Conduct and/or Sheriff's Office policies and procedures, and imposed either by a Hearing Officer as a result of an Administrative Hearing, or decision of a supervisor if a minor violation.

You have the right to seek a review of this Disciplinary Action through Level 2 of the Administrative Review Process (5.05 BCSO HR Rules and Regulations Manual). Your request for such a review must be made in writing and filed with the Chief Deputy on a Request for Review of Disciplinary Action Form (see Appendix 21 of the HR Manual) within 5 working days after receipt of this form. The Chief Deputy may provide specific information as to the preparation of a request.

_____ _____

Signature of Chief Deputy (or Supervisor if a minor infraction) Date

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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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Appendix 24

How to File Complaints Against Deputies and Other Employees of the Blount County Sheriff's Office

The Sheriff's Office depends on the integrity and discipline of all employees, individually and collectively. Public image is determined by professional response to allegations of misconduct against it or its employees. The Sheriff's Office must have the capability to competently and professionally investigate allegations of wrong doing by employees, and to address complaints impacting its response to community needs.

Citizens, offenders, and inmates with legitimate grievances regarding perceived or actual misconduct, will be received courteously and handled efficiently. Employees will assist and cooperate in the processing of complaints consistent with procedures.

There are 2 classes of complaints: *minor and serious*.

Minor – Relates to a violation(s) of policies and procedures and/or sections of the Code of Conduct that indicate a violation is minor in 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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Appendix 25

Citizen Complaint or Commendation Form

Complaint_____ Commendation_____

Name:_____

Address:_____

City:_____ State:_____ Zip Code_____

Phone: ( ) _____-_____ Cell Phone: ( ) _____-_____

Place of employment: _____Work Phone: ( ) _____-_____

Date of Birth: _____/_____/_____ Social Security Number: _____-_____-_____ Race:_____

Height: ___'_____" Weight: _____ Hair Color:_____Eye Color:_____ DL#:_____

Name of BCSO Employee: _____

Date of Incident_____ Approximate time of Incident_____

Location of Incident:_____

Witness(s) Name(s) Address Phone

_____ ( ) _____-_____

_____ ( )_____-_____

_____ ( )_____-_____

Describe Details of Incident on Next Page (Use Additional Pages If Necessary)

I, the above named, certify that the above statement is true, accurate, and complete to the best of my knowledge. I understand that under the rules and regulations of the Blount County Sheriff's Office, the employee against whom this complaint (if filing a complaint) is filed may be summoned to appear in an Administrative Hearing or be subject to an Internal Affairs Investigation. By signing this complaint (if filing a complaint), I hereby agree to appear at a called Administrative Hearing, and/or be interviewed by an Internal Affairs Investigator, and testify under oath concerning all matters relevant to this complaint (if filing a complaint). I also understand that a copy of this complaint (if filing a complaint) will be forwarded to the employee. If a hearing is held, the employee and his or her attorney have a right to be present and to cross-examine me concerning any testimony that I may give. Please be advised that if you make any false statement in this complaint (if filing a complaint), you may be prosecuted for filing a false police report (TCA Section 39-16-502) and may be subject to civil liability.

_____ _____
Signature Date

_____ _____
Signature of Supervisor Date

Citizen Complaint or Commendation Form

Narrative Supplement

_____ _____

Signature Date

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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.

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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.

Legislation Details (With Text)

File #:	24-176	**Version:**	1	**Name:**	
Type:	Report			**Status:**	Agenda Ready
File created:	7/16/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Blount County Public Library Employee Handbook. (INFORMATION ONLY)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Memo - No changes to the BCPL Employee Handbook BCPL Employee Handbook				

Date	Ver.	Action By	Action	Result

Blount County Public Library Employee Handbook. (INFORMATION ONLY)

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Blount County Public Library

Memo

To: Human Resources Committee

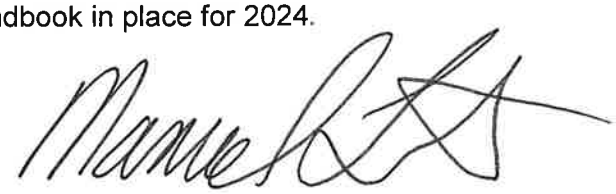
From: Manuel Leite, Library Director

cc:

Date: July 16, 2024

Re: 2024 BCPL Employee Handbook

There are no proposed changes to the current Employee Handbook in place for 2024.



EMPLOYEE HANDBOOK

Vision: We work towards building a sustainable community by celebrating history, creating connections, and inspiring imaginations.

Mission: The Blount County Public Library empowers residents to think, act, and aspire by providing opportunities to connect to our community, participate in life-long learning, and explore the world at large.

Our Pillars: Celebrating History, Creating Connections, Inspiring Imagination

Revised, May 16, 2023
Revised, October 19, 2021
Revised, January 19, 2010
Effective, January 19, 2010

Signed _____

Blount County does not discriminate based on race, color or national origin in federal or state-sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).

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BCPL LEAVE POLICY 14

INTRODUCTION

The Blount County Public Library (BCPL) is a component of the Blount County Government. The Maintenance of Effort funding consists of the Blount County Government, the City of Alcoa, and the City of Maryville. There is an interlocal agreement between the funders that is reviewed every three years.

The BCPL is governed by the Blount County Public Library Board of Trustees (BCPL Board). The BCPL Board are public trustees and have financial and legal responsibility that consists of the approval of the proposed budget that is submitted to the Blount County Budget Committee, ensuring BCPL policies are up-to-date and are established by statute, and approval of any changes to library service levels and hours of operations.

The BCPL Director is hired, evaluated, and reports to the BCPL Board. The director is responsible for implementing BCPL Board approved policies and long-range plans. The director is responsible for the day-to-day operations and management of the BCPL.

As a component of the Blount County Government, BCPL employees are considered County Employees, however are not included in Cost of Living increases, bonuses, or salary increases. These considerations are the responsibility of the BCPL Board. Employee benefit options are provided by the Blount County Government.

The purpose of this handbook is to clearly represent and provide direction when questions arise around BCPL personnel policies, employee benefits, employee responsibilities, and employee rights. The BCPL policies, at times, may be unique to our environment / department and the way we deliver library services to Blount County. In these instances, BCPL policy supersedes conflicting Blount County Government policy. Throughout this handbook, you will come across **"Refer to Blount County Employee Handbook, p.#"**. When this occurs, it is referring to the most recent version of the Blount County Employee Handbook.

At your orientation you will receive a copy of the BCPL Employee Handbook and the Blount County Employee Handbook. If you have any questions, please direct them to the BCPL Director, at 865-273-1406, and bcpl.director@blounttn.org.

This handbook revokes and supersedes all prior handbooks, amendments, and any policy or communication related to the employee handbook.

RESPONSIBILITIES OF THE BCPL STAFF

To the Community

The primary duty of the BCPL staff is to serve the public in a pleasant and efficient manner. All patrons, regardless of sex, race, religion, age, color, national origin, or disability are to be given

high standards of service in all transactions with the BCPL. All interactions with the public are to be handled in a respectful, friendly, and courteous manner. Every employee plays an important role in developing and maintaining good public relations with our community. Each staff member has an important set of assigned duties; however, these duties should never be given priority when a patron is waiting to be served. Public service of the highest caliber is the only acceptable mode of operation for the staff.

Employees have the opportunity in both their professional and private lives to represent the BCPL. The BCPL Board encourages all employees to take an active part in their community and to represent the BCPL in a positive manner whenever the opportunity arises.

To the BCPL Board

The BCPL Staff members should always be cordial to the BCPL board members; however, individual board members expect no special treatment, nor should our staff render it.

The BCPL Board welcomes input from individual staff members. The BCPL Board can be reached by using the bcpl.board@blounttn.org email address. This email address is sent to the board, the director and executive administrative assistant. The contact details for individual board members can be found on the staff bulletin board in the administrative hallway.

To Co-Workers

Supervisors to staff: The primary responsibility of the supervisor is to ensure the smooth and procedurally correct operations of the area of which s/he has charge. In carrying out this responsibility, the supervisor must have a clear and working knowledge of the policies and procedures under which the BCPL functions. It is the obligation of the supervisor to provide each employee with:

- a written job description;
- training necessary to perform the job;
- equipment and supplies necessary to perform the job;
- periodic performance evaluations;
- a clear explanation of all BCPL matters as they pertain to the employee and his or her department.

Staff to Supervisors: Staff members are responsible for doing the work assigned to them as accurately, efficiently, and pleasantly as possible. If there is a question or complaint about an assignment, an employee should feel free to discuss it privately with the immediate supervisor.

To All: All employees should be present in the library and ready to begin work on time. Arriving at the work area more than 5 minutes late is considered tardy. Frequent tardiness or arriving very late may result in disciplinary action up to, and including, dismissal.

Variations from the lunch/supper schedule as established by an employee's supervisor must receive prior approval by that supervisor. Leaving for and returning from lunch/supper on time and relieving fellow employees from their duties without delay is expected and essential to the smooth running of our organization.

Staff members going off duty from public desks should explain clearly and completely the work left to the staff members replacing them. If a staff member is to be absent from the duty area, the immediate supervisor or coworkers should be notified.

Staff members are expected to use common telephone courtesy with all callers, announcing the BCPL at the beginning of every call and offering assistance. Every staff member shares responsibility for seeing that calls are answered promptly. After the third ring on a departmental extension, all staff members in that department share the responsibility of answering the phone and directing the call to the proper party.

Refer to Blount County Employee Handbook, pgs. 1 - 4, to cover:

Policies for Employees of Elected Officials

State and Federal Policies

Equal Employment Opportunity Policy
No Harassment
Americans with Disabilities Act of 1990
Reasonable Accommodations/Modified Job Duties
Title VI of the Civil Rights Act of 1964
HIPAA (Health Insurance Portability and Accountability Act)

STATEMENT OF PROFESSIONAL ETHICS

I. We provide the highest level of service to all BCPL users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each BCPL user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We recognize and respect intellectual property rights.

V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institution.

VI. We do not advance private interests at the expense of BCPL users, colleagues, or our employing institution.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representations of the aims of our

institution or the provision of access to our information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Refer to Blount County Employee Handbook, pgs. 4 - 8, to cover:

State and Federal Policies (continued)
- Ethical Conduct
- Conflict of Interest
- Political Activity
- Secondary Employment
- Nepotism
- County Equipment
- County Vehicle Use Policy - *General Use, Personal Use, Accident Reporting*
- Gifts and Contributions

BCPL Classification and Compensation

Employees are charged with the responsibility of keeping track of their time throughout the week and alerting their supervisor so that time off may be given prior to week's end, avoiding whenever possible working more than 40 hours. Failure to do so, or failure to advise the supervisor in sufficient time to avoid the employee having to be absent at a critical time (such as Friday afternoon) will result in counseling or other disciplinary actions, such as warnings, time off without pay, or ultimately, dismissal.

Introductory Period

All BCPL employees will be evaluated at the 30, 60, 90, and 180 days of employment during the introductory period.

Refer to Blount County Employee Handbook, pgs. 8, to cover:

Classification and Compensation
- Introductory Period

BCPL Employment Terms

"Full-Time Regular Employee" is defined as an employee who works at 40 hours per week on a regular and continuous basis throughout the calendar year.

A "Workweek" is defined to start Sunday, 12:00 A.M. through to Saturday, 11:59 P.M.

"BCPL Core Business hours" are defined as all hours of operation and all BCPL staff are expected to work their scheduled hours within the definition of their employment classification type and not to exceed 40 hours, for all non-exempt employees.

Refer to Blount County Employee Handbook, pgs. 9, to cover:

Classification and Compensation (continued)
- Employment Terms
- Employment At-Will
- Pay Periods

BCPL Job Titles and Pay Structure

The BCPL Organization Chart is defined by the BCPL Board. Defining jobs, job titles, and pay structure are determined by the director and County HR and then recommended to the BCPL Board for approval. Please direct any questions regarding the organizational chart, job titles, or pay grades to the director at 865-273-1406.

BCPL Overtime Compensation/Compensatory Time

The BCPL does not have a budget for overtime compensation. It is paramount that each employee remains aware of their time in Kronos and notifies their supervisor and the executive administrative assistant of instances when working over 40 hours in the workweek may occur. work over 40 hours in a workweek. In instances where overtime has been earned, the supervisor and the employee work together to adjust hours to cover the additional expense incurred in the previous pay period.

BCPL Exempt employees do not receive compensatory time off.

Refer to Blount County Employee Handbook, pgs. 9-10, to cover:

Classification and Compensation (continued)
- Job Titles and Pay Structure
- Overtime Compensation/Compensatory Time
- Working during Lunch Periods

BCPL Working Before/After Regular Hours

The BCPL workweek is 40 hours, totaling 80 hours per pay period. ANY flextime or days off to accommodate working on a Saturday and/or Sunday must be addressed during the SAME PAY PERIOD.

Refer to Blount County Employee Handbook, pgs. 10, to cover:

Classification and Compensation (continued)
- Working Before/After Regular Hours

GENERAL PERSONNEL POLICIES

Refer to Blount County Employee Handbook, pgs. 11, to cover:

Attendance
Work Hours and Time Records
Canvassing or Solicitation

BCPL Inclement Weather

The BCPL closes for inclement weather if the Maryville City Schools close. There may be rare occasions when safety concerns (severe weather, lost power, burst pipes, computer failure) might force an emergency closure, a decision the BCPL Director will make in consultation with the Chairman of the BCPL Board.

If an employee reports to work within a reasonable period of time (based on the circumstances of the event), s/he may not be required to use comp time or vacation leave for the event. This will be determined by the appropriate Department Head or the BCPL Director.

Full-time employees scheduled to work will be paid for those scheduled hours, although in the case of either delayed opening or early closing, an alternative schedule may be required to adequately staff the BCPL.

Full-time employees who had previously been scheduled as "off" (vacation, regularly scheduled day off, or sick leave) will not be eligible for "extra" or "exchange" time off because of the emergency.

Part-time employees who are unable to get to work because of weather or road conditions may be able to make arrangements to make up the "lost" time within the same pay period.

Refer to Blount County Employee Handbook, pgs. 12-13, to cover:
Inclement Weather
Telecommuting/Temporary Telecommuting
Personnel Files

BCPL Performance Evaluations

New employees will have 30, 60, and 90 day and 6 month probationary evaluations. These evaluations are to ensure that supervisor and the employee are aware of how training and performance are tracking and to provide the necessary changes that will achieve the meeting and exceeding of expectations.

All staff will be evaluated annually, in accordance with the County's current performance evaluation program. This evaluation process should provide an opportunity for supervisors and employees to look at job performance, to seek solutions to problems, and to discuss goals for improvement. Areas of additional training and under-utilized talents and interests of employees may also be identified during the evaluation process.

Each employee completes a self evaluation, documents available from the Executive Administrative Assistant and on the BCPL Staff Site. Each department manager/coordinator will evaluate the performance of those reporting to him/her. The manager/coordinator and the employee will meet to review and determine goals, training, and areas of improvement, both will sign the manager/coordinator version, a copy will be made and supplied to the employee and the original will be submitted to the director for the permanent personnel file of the employee. The director will evaluate the performance of all staff with managerial responsibilities, and the BCPL Board will evaluate the performance of the director. Those written performance evaluations will also be added to the permanent personnel files of those employees.

Evaluations will be one of the factors considered in decisions with respect to promotion and/or pay increases.

Employment records and evaluations for each employee shall be kept in his or her file in the executive administrative assistant's office. These shall be kept confidential, but each employee shall have access to his or her own file and may request to see it at any reasonable time.

Refer to Blount County Employee Handbook, pgs. 13-14, to cover:

Performance Evaluations
Bonus Policy

BCPL Promotions, and Reassignments

If an employee fails to meet the requirements of the position after a promotion or transfer within the specified provisional period, s/he may be returned to their former pay grade and compensation, if a vacancy exists.

Transfer to a Lower Grade and Salary

An employee may request a transfer to a lower grade job if one is available. If such a transfer is granted, the employee's compensation is subject to adjustment as well.

Refer to Blount County Employee Handbook, pgs. 14-16, to cover:

Promotions, Transfers and Reassignments
Step-Increases
Discipline Procedure
Personal Cell Phone Use
Involuntary Separation of Employment

BCPL Basic Work Rules

The BCPL has certain policies and rules to govern the conduct and performance of our employees. The most important rule is to be kind, fair, and respectful at all times, this includes to yourself. The BCPL has established some additional basic work rules that should be followed. Failure to follow these or similar rules may result in discipline up to,

and including, immediate termination.

Appointments
An employee (full or part time) may not accept an appointment to any board, commission, or advisory group that has any supervisory or budgetary relationship to the BCPL.

Borrowing Privileges of BCPL Staff
All circulating materials owned by the BCPL are available to the staff. While BCPL staff members are normally not charged overdue fines, they are expected to manage their personal accounts and those of their immediate family members so as not to abuse this privilege.
BCPL employees must check out all materials promptly and properly using only their own personal cards or those of their family members. BCPL employees must get a supervisor's approval to override an item on reserve for another party before checking it out to their own card. BCPL employees are expected to pay for any lost items charged to them or their immediate family members within two months of receiving a final overdue notice. Failure to take care of such financial obligations will result in disciplinary action.

Breach of Confidence or Security
All BCPL patron records, according to Tennessee Law, are confidential (except in the matter of collecting monies owed). In addition, the BCPL has a security badge system. Each employee's badge has designated security permissions. The employee is the only person authorized to access these areas with their badge. Loaning your badge to anyone, employee or other, may result in disciplinary action.

Breaks
A staff member who is scheduled to work more than four hours in any one period of time may take a rest period not to exceed a maximum of 15 minutes. Breaks may be taken only when there will be no interference with good public service and departmental routines. Such time is neither accumulative nor combined. It cannot be added to mealtime or used to leave early or to make up time.

Conversations
Conversations at service desks should **never** interfere with service delivery to patrons. The BCPL acoustics are impressive; please keep this in mind at all times. Conversations on the service desks need to be respectful to all that are part of the conversation, mentioned in the conversation, AND who can hear the conversation. Discussion of process or BCPL services improvements need to occur off the desk to the appropriate staff that can assist in making supportive change. Staff advocates and your manager/coordinators are available to vent, just be clear that you are venting, and keep your tone, language, and volume under consideration.

Eating and Drinking in Public Areas

BCPL staff should neither eat nor drink in service areas (circulation, reference, children's, administrative reception area, etc.) where patrons can witness those actions.
Chewing gum can be distressing to patrons, particularly in the service areas, and is not allowed.

Politics
Federal and state laws prohibit an employee from using any official authority or influence to interfere with or to affect an election or nomination. One may not legally coerce, command, or advise another employee to lend or contribute time, money, or anything else of value for political purposes.

Public Speeches/Written Communication
Whenever a staff member is asked, as a representative of the BCPL, to make a public speech, that employee must first seek formal approval. The employee should submit in writing a short statement containing such information as the name of the requesting group, the general contents of the speech, and the date and location of the event for approval by the Director. This policy in no way attempts to violate an employee's practice of freedom of speech. As a private citizen, an individual may represent oneself at one's own discretion. As a BCPL representative, approval is necessary.

Likewise, in correspondence, if staff members are representing the BCPL, the correspondence must fall within the scope of the individual staff member' job description or be delegated by their supervisor. Any communication that appears on the BCPL letterhead, is sent in an envelope with the BCPL's logo, or is stamped using the BCPL's postage meter is seen as official correspondence, and management must have knowledge of and approve.

Reading
BCPL staff should aim to be familiar with all the BCPL collections and informed about new titles. Staff reading while on duty at a service desk is limited to BCPL work related reading only (program development/prep, research, appropriate training); however, under no circumstances will reading job-related materials have priority over service to patrons.

Theft
Before removing any BCPL property from the premises, the approval of the director must be obtained.

Refer to Blount County Employee Handbook, pgs. 16-23, to cover:
Basic Work Rules
Resignations
Exit Interviews
Reduction in Force

Safety
Workplace Chemicals
Garnishments and Levies
Alcohol and Drugs Policy
Applicant Drug Testing Policy
Background Check Policy
Tobacco Use
Electronic Communications

BCPL Internal Social Media Policy as approved May 16, 2023

The Blount County Public Library (BCPL) desires to maintain a professional image to existing and potential patrons, employees, and others at all times.

The BCPL supports the general use and knowledge of social media outlets by our employees. The library also recognizes the inherent risk that is involved with such activities and the possibility that these activities can impact the organization. For that reason, we have adopted this policy regarding social media.

This policy applies to all employees of the BCPL, so please read and understand it completely. The Director is available to discuss any questions or concerns you may have. Failure to abide by this policy may lead to disciplinary action, up to and including dismissal.

As with all communications, it is a good general practice to be professional, respectful, responsible, accurate, and clear that you do not speak on behalf of the library organization unless social media is part of your job description, or you have specific permission from the Director to do so. Following these best practices will go a long way toward complying with this policy. In addition, bear in mind the following specific requirements.

1. Remember that the lines between public and private, personal and professional are blurred in regards to online social networks. As an employee of BCPL, you are creating perceptions about the library to patrons and the general public. Consider whether content associated with you is consistent with your work and with BCPL's values and professional standards. Feel free to consult with the Director at any time for clarification.
2. Do not post any information or conduct activity that discriminates and/or harasses in any way based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

3. Follow all BCPL internal policies. In particular, no activity should reveal confidential or proprietary information, or violate privacy policies against discrimination or harassment. For example, even on a personal social media site, avoid publicly discussing incidents that occur at work, including fellow employees, patrons, or other persons with whom you have contact at the library or through library work and steer clear of commentary about appearance, clothing, or behavior of patrons or co-workers.
4. Several persons at the BCPL have, as part of their jobs, the responsibilities of representing the library through the website and social media platforms. Unless authorized by library administration beforehand, you are not authorized to speak or write on behalf of the organization. Therefore, if you choose to mention the BCPL in any way, on your personal platforms or on the library's platforms, you are responsible for making it very clear that you do not speak on behalf of the library.
5. Be mindful that you are personally responsible for anything you post or create and that in many cases, the material will be public and will remain available indefinitely. Avoid potentially defamatory comments.
6. When posting on behalf of the library, use proper elements of good composition -- grammar, spelling, punctuation, complete sentences, paragraphs, etc. Be sure to respect intellectual property by using appropriate professional publication guidelines. For example, when making direct quotations or paraphrases, cite sources., When posting photographs, identify photographer and/or publication. When posting "shared" content, note the source.
7. Occasional and incidental use of BCPL systems for online activities during non-working time is permitted. Please note, however, that the library reserves the right to monitor the use of its systems and any activities on them, so there is no expectation of privacy when those systems are used.
8. Regardless of your private, personal, or public social media status, you are personally held responsible legally and by BCPL policy for your online activity conducted with a BCPL email address as an employee, and/or which can be traced back to a BCPLlibrary IP or domain, and/or which uses BCPL assets (computer, software, facilities, etc). Any of these situations could indicate or imply that you may be acting on the company's behalf.
9. Employees of the BCPL may have good reason, from time to time, to access social media outlets for work related functions. These occasions are acceptable as long as the usage is in fact work-related. Do not engage in non-library-related online (including social media) activities except during non-working hours.
10. If you have any doubt about social media activity and the application of this policy, please consult with the Director in advance of the activity. The Director will be happy to provide clarification.

Refer to Blount County Employee Handbook, pgs. 23-25, to cover:

Social Media Policy
Workplace Violence Prevention Policy

Personal Appearance Policy

The professional image of the BCPL is greatly affected by the appearance and behavior of its staff. Since professionalism is paramount in our contacts with our many customers and coworkers, it is extremely important that all employees present a neat, well-groomed appearance and a courteous disposition.

Flashy, skimpy, extremely short or revealing clothing is not acceptable. No display of inappropriate language, violent, or cult-related images will be tolerated. Hair, regardless of length, should be clean and neat. BCPL staff will be required to remove body-piercing jewelry that is over 20 gauge, and to cover excessive or offensive tattoos. Blue jeans, with no holes or writing, may be worn with BCPL or Literary T-Shirts.

If an employee has doubts about the appropriateness of attire, good advice would be to avoid it. Department heads, and in their absence, the Director, are responsible for ensuring that employees project a professional image and adhere to the Personal Appearance policy. Employees who do not adhere to the Personal Appearance policy will be requested to leave work and return in acceptable attire or appearance. Such time off will be without pay for non exempt or part-time employees. Repeat offenders of this policy can expect escalating levels of disciplinary action.

Refer to Blount County Employee Handbook, pgs. 25, to cover:
Personal Appearance
Workers' Compensation Policy

BCPL LEAVE POLICY

Part-time Personnel

Personnel classified as part-time average fewer than 30 hours of work per week and do not earn sick leave or vacation leave. Therefore, all requests for personal leave without pay by part-time employees will be granted wholly at the discretion of the Department Head. Under no circumstances will such requests be granted for a period in excess of 14 consecutive days without the written approval of the Director.

Full-time Personnel

Full-time personnel have several options for leave with pay; some are determined by length of service and the position held within the organization. Leaves of absence without pay may be granted for maternity, adoption, family-related illness, extended travel, a graduate school course of study that would benefit the BCPL, or military leave. All leaves without pay are considered individually, and, except those required by law,

must be approved by the immediate supervisor and the BCPL Director. Leaves without pay in excess of 35 days (which are not covered by FMLA or military leave) must also have BCPL Board approval.

A request for such leave without pay must be submitted in writing, except in the case of family related illness, jury duty, or military service, at least one (1) month before the leave is to begin. Leaves without pay (except as required by law) do not accrue vacation, sick leave, or holiday time. Employees on leave without pay (unless provided otherwise by law) must make arrangements to pay for the cost of all insurance coverages during the period of the leave. All vacation time and/or sick leave time, as appropriate to the situation, must be expended before such leave is granted.

Annual Leave / Vacation Leave

Accruing Vacation Leave

All regular, full-time employees are eligible to earn and use vacation time. Full-time employees working regular schedules of less than 40 hours per week will accrue vacation time on a prorated basis.

Staff members at county Salary Grade 9 and below, and working 40 hours per week, will accrue vacation time according to the following schedule:

Employment through five (5) years – 8 hours/month
Six (6) through ten (10) years – 12 hours/month
Eleven (11) through twenty (20) years – 14 hours/month
After twenty (20) years – 16 hours/month

Staff members at county Salary Grade 10 and above, and working 40 hours per week, will accrue vacation time according to the following schedule:

Employment through five (5) years – 12 hours/month
Employment after five (5) years – 16 hours/month

No vacation leave (or sick leave) is accrued by employees while on a leave of absence without pay. When an "anniversary year" is reached, the new annual vacation allowance begins to accrue. Employees may accrue vacation leave up to a maximum of 240 hours. Any excess at the end of the calendar year is forfeited.

Scheduling Vacation Leave

Vacation time shall not be considered as a right which an employee may use at his/her sole discretion, but rather as a privilege subject to the approval and authorization of a supervisor and the BCPL Director. The scheduling of vacations will be handled on a first-come basis; however, all vacations will be scheduled so that there is a minimum of interference with the normal operation and service of the BCPL. During special or

holiday seasons, time-off will be approved on a rotating basis.

During the first six months of continued employment, the employee shall begin earning vacation time to be used at a later date. After the first six months, the employee is given a performance review by his/her supervisor. With a successful review, the employee may begin using their accrued vacation time and will continue to accrue vacation leave according to the schedule above.

Due to the nature of our work, certain departments may have certain periods of time during which staff cannot take vacation. Such periods will be determined by the appropriate supervisor in consultation with the Director.

The vacation allowance may not be a part of an employee's notice when they are resigning, except in unusual circumstances and with the approval of the supervisor. A staff member who has resigned with proper notice and is in good standing is entitled to all paid vacation leave which has been accrued not to exceed 240 hours.

Refer to Blount County Employee Handbook, pgs. 30-32, to cover:

Leave Policies
- Annual Leave / Vacation
- Annual Leave Scheduling
- Sick Leave Accrual
- Use of Sick Leave
- Sick Leave Bank Guidelines
- Personal Leave
- Bereavement Leave/Funeral Leave

BCPL Holidays

The BCPL's holiday schedule will comply with Blount County policy when possible. However, given the BCPL's seven (7) day work schedule, adjustments may be made to allow an occasional three-day closing on a weekend. Total paid holidays for the year will not exceed twelve (12) days.

If one of these official BCPL holidays falls on a regularly scheduled day off of a full-time employee, an exchange day may be taken at the convenience of the BCPL. These exchange days must be taken within the pay period. Part-time employees and any employee on an unpaid leave of absence are not eligible to receive holiday pay. If a holiday falls within an employee's duly approved and scheduled vacation period, vacation time will not be charged for the holiday. Part time employees required to work the holiday (or portion thereof) will receive regular pay for the hours worked. Full time employees required to work the holiday (or portion thereof) will receive time off within the same pay period. An employee forfeits holiday pay if s/he is absent on his or her

regularly scheduled workday before or after a holiday, unless s/he has obtained prior approval for an authorized day off or is able to provide a doctor's excuse.

Refer to Blount County Employee Handbook, pgs. 32-37, to cover:

Leave Policies (continued)

- Holidays
- Leaves of Absence
- Family Medical Leave Act (FMLA)
- Maternity Leave
- Parental Leave
- Military Leave
- Jury Duty or Court Appearance
- Voting Leave/Elections

BCPL Educational Leave

BCPL employees who have been in the service for one year and who are interested in attending school for a Masters in Information Science/Library Science, may be granted a leave of absence without pay for up to one calendar year. Accrued vacation leave may be used with the balance of the approved leave being without pay.

BCPL Attendance at Workshops or Conferences

BCPL encourages the development of staff members through attendance at professional or job-related workshops. Attendance at such activities, including travel time, when approved in advance by the Director, will count as time on the job. The BCPL will financially assist an employee's attendance at workshops and conferences within the limitations of the existing budget.

For non exempt, full time personnel, adjustments in the weekly work schedule may be necessary to avoid overtime pay or compensatory time off.

Refer to Blount County Employee Handbook, pgs. 37-44, to cover:

Employee Benefits

- Benefits Eligibility
- Benefits Effective and Termination Dates
- Medical/Dental Coverage
- Identification Cards
- Annual Open Enrollment Period
- Benefit Premiums/Payroll Deductions
- COBRA
- Employee Assistance Program (EAP)
- Health Savings Accounts (HSA)
- Flexible Spending Accounts
- Change in Status

Supplemental Benefits
Workers' Compensation
Life Insurance
Tennessee Consolidated Retirement Systems (TCRS)
Benefits Eligibility Upon Retirement
Tuition Reimbursement
Professional Development Courses
Employee Handbook Acknowledgement Form

Legislation Details (With Text)

File #:	24-190	**Version:**	1	**Name:**	
Type:	Appointment			**Status:**	Agenda Ready
File created:	7/29/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Tuckaleechee Utility District of Blount County, Tennessee, Order Appointing Commissioner Kenny Myers to Serve a 4-Year Term. (INFORMATION ONLY)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	TUD - Kenny Myers Reappointment 7.2024				

Date	Ver.	Action By	Action	Result

Tuckaleechee Utility District of Blount County, Tennessee, Order Appointing Commissioner Kenny Myers to Serve a 4-Year Term. (INFORMATION ONLY)

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BLOUNT COUNTY MAYOR
ED MITCHELL

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

TO: Board of Commissioners

FROM: Ed Mitchell, County Mayor

RE: Recommendation for Tuckaleechee Utility Board

DATE: July 9, 2024

For your information, I have made the following re-appointment to the Tuckaleechee Utility District of Commissioners:

Kenny Myers, term to expire on 05/31/2028

341 COURT STREET, MARYVILLE, TN 37804-5906
PHONE: (865) 273-5700 • FAX: (865) 273-5705
EMITCHELL@BLOUNTTN.ORG • WWW.BLOUNTTN.ORG

BEFORE THE COUNTY MAYOR OF BLOUNT COUNTY, TENNESSEE

In re:	)
	)
TUCKALEECHEE UTILITY DISTRICT	)
OF BLOUNT COUNTY, TENNESSEE	)

ORDER APPOINTING COMMISSIONER

Upon certification by the Board of Commissioners of Tuckaleechee Utility District of Blount County, Tennessee, certifying a vacancy on its Board of Commissioners due to the expiration of the term of Commissioner Kenny Myers on May 31, 2024, and certifying a list of three names nominated for appointment to fill such vacancy in accordance with T.C.A. § 7-82-307(a);

It Is Therefore Ordered, Adjudged and Decreed, that the nominee Kenny Myers is hereby appointed to the Board of Commissioners of Tuckaleechee Utility District of Blount County, Tennessee, to serve a four-year terming beginning June 1, 2024, and ending May 31, 2028.

Entered this the 12 day of July, 2024.

ED MITCHELL, COUNTY MAYOR
BLOUNT COUNTY, TENNESSEE

Endorsement By Blount County Clerk

In accordance with Tennessee Code Annotated § 8-18-110, the Oath of Office of Kenny Myers, Commissioner of Tuckaleechee Utility District of Blount County, Tennessee, was filed on the 12th day of July, 2024, in my office.

Gaye Hasty
Blount County Clerk

BLOUNT COUNTY GAYE HASTY TENNESSEE CLERK

Tuckaleechee Utility District
P. O. Box 58, Townsend, TN 37882
Phone: 865-448-2230 Fax: 865-448-2266

June 27, 2024

Honorable Ed Mitchell
Blount County Mayor
341 Court Street
Maryville, TN 37804

Re: Appointment of Commissioner for Tuckaleechee Utility District

Dear Mayor Mitchell:

In accordance T.C.A. § 7-82-307(a), I have enclosed a Certification of the Board of Commissioners of Tuckaleechee Utility District certifying a list of nominees in order of preference to fill a vacancy on the Board of Commissioners.

The first name of the list of nominees, Kenny Myers, is a current commissioner of Tuckaleechee Utility District. In accordance with T.C.A 7-82-307(b)(5)(B), I have enclosed a Certification signed by Mr. Myers which certifies that he has complied with the training and continuing education requirements for commissioners set forth in T.C.A 7-82-308(f) to be eligible for re-appointment.

For your convenience, I have enclosed a form for an Order which you may sign to appoint Kenny Myers to another term as commissioner should you choose him to fill the upcoming vacancy.

If you have any questions, please let me know. Thank you for your assistance in this matter.

Yours very truly,

Jordan Young, Assistant General Manager

Enclosures

BEFORE THE COUNTY MAYOR OF BLOUNT COUNTY, TENNESSEE

In re:	)
	)
TUCKALEECHEE UTILITY DISTRICT	)
OF BLOUNT COUNTY, TENNESSEE	)

CERTIFICATION OF NOMINEES FOR APPOINTMENT OF UTILITY DISTRICT COMMISSIONER

The undersigned Commissioners of Tuckaleechee Utility District of Blount County, Tennessee (the District), do hereby certify that a vacancy exists on the District's Board of Commissioners due to the expiration of term of Commissioner Kenny Myers on May 31, 2024. Pursuant to T.C.A. § 7-82-307(a), the Board of Commissioners hereby certifies the nomination of the following qualified individuals for appointment to fill this vacancy with the nominees being listed in order of preference:

1. Kenny Myers
2. Will McCampbell
3. Mark Allen

Wherefore, the District petitions the County Mayor to make an appointment from such nominees to fill the said vacancy within 21 days from and after the date of the filing of this certification with the County Mayor which appointee's term will begin June 1, 2024, and will end May 31, 2028.

This _____ day of July, 2024.

Lamar Dunn, Commissioner

Michael Talley, Commissioner

Tuckaleechee Utility District
P. O. Box 58, Townsend, TN 37882
Phone: 865-448-2230 Fax: 865-448-2266

CERTIFICATION OF COMPLIANCE WITH UTILITY DISTRICT COMMISSIONER TRAINING AND CONTINUING EDUCATION REQUIREMENTS

Pursuant to T.C.A 7-82-307(b)(5)(B), an incumbent utility district commissioner who is nominated for re-appointment must certify to the appointing county mayor that the commissioner has complied with the training and continuing education requirements for commissioners set forth in T.C.A 7-82-308(f) to be eligible for re-appointment.

I hereby certify that I, Kenny Myers, am in compliance with the training and continuing education requirements for utility district commissioners set forth in T.C.A 7-82-308(f) as of the date set forth below. I completed 12 hours of continuing education during my most recent three-year continuing education period which began on January 1, 2019, and ended on December 31, 2021. Therefore, I am eligible to serve another term of office.

Kenny Myers

Kenny Myers, Commissioner

Date: 6-27-2024

Legislation Details (With Text)

File #:	24-194	**Version:**	1	**Name:**	
Type:	Appointment			**Status:**	Agenda Ready
File created:	8/2/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	8/6/2024
Title:	Audit Committee (Term to Expire 09/01/2025) Reappointment of Ms. Karen McKee.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Karen McKee 2019				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		

Audit Committee (Term to Expire 09/01/2025) Reappointment of Ms. Karen McKee.

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Karen Phillips McKee, CPA

3527 Sevierville Road
Maryville, TN 37804
[redacted]

Education

August 2000 — **University of Tennessee, Knoxville**
Master of Accountancy

May 1999 — **University of Tennessee, Chattanooga**
Bachelor of Science in Accounting
GPA: 3.94 / 4.0

Experience

Sept 2018-Present — **The University of Tennessee, Office of the Controller,** Knoxville, TN
Assistant Controller

- Provide official external financial reporting and internal financial reports to senior leadership used for strategic planning and goal setting.
- Assist in oversight of financial compliance in sponsored project management.
- Oversee accounting process and control function of the university's financial classification and structure.
- Perform administrative duties, including hiring, disciplining, supervising, and performance appraisals of financial specialists.

June 2010-August 2018 — **The University of Tennessee, Office of the Controller,** Knoxville, TN
Financial Specialist II

- Reconcile and initiate payments for debt service for commercial paper and bonds.
- Provide future debt estimates to campuses for budgeting purposes.
- Final approval of all charges related to university construction projects.
- Hold retainage on construction contracts and apply interest earnings.
- Prepare various schedules for the annual Report of the Treasurer and assist with financial statement preparation.

Sept 2000-May 2010 — **Comptroller of the Treasury, Division of State Audit,** Knoxville, TN
Financial and Compliance Auditor

- Conduct various college and university audits, including the University of Tennessee, in accordance with federal and state laws and university policies.
- Supervise audit team, from one to ten members at a time.
- Train new employees in their duties.
- Audit various sections of the financial statements.

Other Activities

Association of Government Accountants, East Tennessee Chapter
Member since 2016
President 17-18 Program Year, received Platinum Award

The Lighthouse Church, Maryville, TN
Member since 2009

359 Court Street
Maryville, TN 37804-5906

Blount County Government

Legislation Details (With Text)

File #:	24-195	**Version:**	1	**Name:**	
Type:	Appointment			**Status:**	Agenda Ready
File created:	8/2/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	8/6/2024
Title:	Audit Committee (Term to Expire 09/01/2025) Appointment of Mr. Nick Meals to Fill the Vacancy of Mr. Lee Gowan.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Nick Meals Resume				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		

Audit Committee (Term to Expire 09/01/2025) Appointment of Mr. Nick Meals to Fill the Vacancy of Mr. Lee Gowan.

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Charles Nicolus (Nick) Meals

Experience

JHM CPAs, Chattanooga, TN
Senior Tax Manager, December 2022-Present

- Review and consult for tax returns for businesses & individuals
- Prepare valuation reports for businesses
- Mentor younger staff
- Serve on TSCPA Federal Tax Committee

Whitlock & Company, PC/Ingram, Overholt. & Bean, PC, Alcoa, TN
Senior Tax Manager, November 2017-November 2022

- Reviewed and prepared tax returns for businesses & individuals
- Prepared valuation reports for businesses
- Mentored younger staff

Doctors Management, LLC, Knoxville TN
Management Consultant, December 2014-November 2017

- Consultant for approximately 30 practitioners in Middle TN and Western NC
- Prepared valuations for medical practices
- Managed tax return preparation for clients

Coulter & Justus, P.C., Knoxville, TN
Tax Manager, December 2011-Present

- Served as manager for clients including businesses of all sizes and types and their individual owners
- Reviewed income tax provisions prepared by audit department

Joseph Decosimo and Company, P.L.L.C., Knoxville, TN
Tax Manager, *Supervisor, and Senior* January 2008 – December 2011

- Reviewed and prepared income tax provisions for businesses of all sizes including publically traded companies
- Reviewed and prepared and individual business tax returns

Lattimore, Black, Morgan, & Cain P.C., Knoxville and Brentwood, TN
Tax *Senior & Staff Accountant*, August 2004-January 2008

- Prepared income tax provisions for businesses of various sizes
- Reviewed and prepared small business tax returns and financial statements

Qualifications	Certified Public Accountant, Certified Valuation Analyst
Computer Skills	ProSystem fx Tax, UltraTax, Basic Quickbooks Fixed Assets, File Cabinet, Depreciation Solutions; XCM; OneSource Tax Provision; Microsoft Office
Education	**University of Tennessee**, Knoxville, TN *Master of Accountancy – Tax Concentration*, June 2004 *Bachelor of Science in Business Administration – Accounting*, December 2002
Current Activities	**Foothills Church** *Small Group Leader, Journey Guide* **Lil' Rebs Football Program** *Head Coach* **Member of AICPA and TSCPA**
References	Available upon request

Legislation Details (With Text)

File #:	24-189	**Version:**	1	**Name:**	
Type:	Appointment			**Status:**	Agenda Ready
File created:	7/29/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	8/6/2024
Title:	Board of Zoning Appeals (5-Year Term) Reappointment of Joe Everett.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Joe Everett revised resume				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		

Board of Zoning Appeals (5-Year Term) Reappointment of Joe Everett.

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JOSEPH EVERETT

3247 Sam James Road
Maryville, TN 37803

OBJECTIVE

Seeking appointment to the Blount County Board of Zoning Appeals

EXPERIENCE

Blount County Board of Zoning Apeals alternate member 2010-present

Blount County Planning Commission 2003-2004

Blount County Commissioner 2000-2004

MANAGER AT TENNESSEE WILDLIFE RESOURCES AGENCY 2011-PRESENT

Facilitate the operation of a public shooting range by coordinating staff and volunteer corp activities.

Schedule useage by various organizations and implement government education programs.

Plan and implement improvements to programs and facility infrastructure.

Manage budgets and cooperate with multiple partners.

LEAD WILDLIFE OFFICER TENNESSEE WILDLIFE RESOURCES AGENCY 2009-2011

Led a group of Wildlife and Boating Officers in a three county sub-district.

Planned and implemented various activities realted to wildlife law enforcement.

Worked with public, volunteers and local authorities to promote agency programs.

Served as a County Wildlife Officer 1986-2009.

EDUCATION

Bachelor of Science in Wildlife and Fisheries Science University of Tennessee -1985

ADDITIONAL SKILLS

20 years experience locally as a residential and commercial contractor.

359 Court Street
Maryville, TN 37804-5906

Blount County Government

Legislation Details (With Text)

File #:	RES 24-292	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/30/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	

Title: Resolution No. 24-08-001, Budget Increase - Animal Center -$16,740.00 (Appropriate grant funds for the health care benefit line for the veterinarian position recently filled). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: Resolution - Animal Center Budget Adj
Amendment Animal Center Budget Adj
Memo - Animal Center Budget Adj

Date	Ver.	Action By	Action	Result
8/6/2024	1	Budget Committee	forwarded to full commission	Pass
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-001, Budget Increase - Animal Center -$16,740.00 (Appropriate grant funds for the health care benefit line for the veterinarian position recently filled)

powered by Legistar™

RESOLUTION NO. 24-08-001

Sponsored by: Commissioners Mike Caylor, Jared Anderson and Nick Bright

A RESOLUTION TO AMEND THE ANIMAL CENTER BUDGET

WHEREAS, Blount County requests to increase the Animal Center Budget to appropriate the use of Fund Balance (funded through the Smokey Mountain Animal Foundation) reserve fund to cover medical insurance for the veterinarian position.

WHEREAS, The Animal Center Health Insurance line will need to be increased for the FY24-25 budget year.

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

NOW, THEREFORE, BE IT RESOLVED by the Legislative Body of Blount County, Tennessee, assembled in regular session on this 15th day of August, 2024,

Estimated Revenue:

101-00000-489900 Use of Fund Balance…….....$16,740.00
Reserve Account(101-00000-346300 Use of Reserve Fund Balance)

Appropriation:

101-55120-520700-512 Health Insurance ER Cost..…….$16,740.00

BE IT FURTHER RESOLVED, that

Duly authorized and approved the 15th day of August, 2024.

CERTIFICATION OF ACTION **ATTEST**

Commission Chairman County Clerk

County Mayor Date

☐ Approved
☐ Vetoed

Blount County Government
Budget Amendment Request

FY 24-25

Department: Animal Center - 55120

Account: 101-55120-520700-00000-512-00000-0000-10-00000

Type of Amendment: (check one)

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

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

	Account Number	Description	Amount
TO	101-55120-520700-512	Health Insurance ER Cost	16,740.00
		TOTAL	16,740.00

	Account Number	Description	Amount
FROM	101-00000-489900	Use of Fund Balance	16,740.00
	(346300)	Animal Shelter Reserve	
		TOTAL	16,740.00

Explanation: There has been a staff change in the veterinarians at the animal center; request to appropriate funds from fund balance to cover health care benefits,

Ron Crow 07/30/24

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Blount County Government

TO: Blount County Commissioners

FROM: Accounting and Budgeting Department

RE: Health Insurance for new veterinarian

DATE: July 29, 2024

The Animal Center has a fully funded Veterinarian position funded by the Smokey Mountain Animal Foundation. The foundation reserve account fully funds this position to include benefits. Request to appropriate funds for the health insurance benefit account for this position. This request will be funded by the Animal Center reserve.
If the request is not approved there will be a shortage in the Animal Center Health Insurance line for FY24-25 budget year.

Legislation Details (With Text)

File #:	RES 24-293	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/30/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	

Title: Resolution No. 24-08-002, Budget Increase – BCSO - $157,817.00 (Appropriate funds for a Juvenile Court officer ($80,317.00) and a vehicle ($77,500.00) to support full-time operations for a third courtroom). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: Resolution BCSO Juvenile Court Support
Amendment BCSO Juvenile Court Support
Memo Request for Juvenile Court Support
Back up BCSO Court Support req Statutes

Date	Ver.	Action By	Action	Result
8/6/2024	1	Budget Committee	forwarded to full commission	Pass
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-002, Budget Increase - BCSO - $157,817.00 (Appropriate funds for a Juvenile Court officer ($80,317.00) and a vehicle ($77,500.00) to support full-time operations for a third courtroom)

RESOLUTION NO. 24-08-002

SPONSORED BY: Commissioners Mike Caylor, Nick Bright and Jared Anderson

A RESOLUTION REQUESTING TO INCREASE THE GENERAL FUND (101) TO APPROPRIATE MONIES FOR TCA MANDATED COURT SUPPORT DEPUTY FOR THE THIRD JUVENILE COURT COURTROOM

WHEREAS, Tennessee Code Annotated sections 8-8-201, 16-15-715, and 37-1-213 mandate that the Sheriff shall provide an officer for each courtroom when it is in session and Blount County Juvenile Court consists of three courtrooms but only two court officers;

WHEREAS, A third court officer is necessary to ensure the efficient administration of justice and to permit Blount County Juvenile Court to fulfill its mandate in providing a safe and secure forum for resolution of legal matters involving Blount County's children and families;

WHEREAS, Blount County Juvenile Court and Blount County Sheriff's Office request to increase the Sheriff's Office budget by appropriating Fund Balance to provide a court officer to serve in Blount County Juvenile Court, as required by statute;

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

NOW, THEREFORE, BE IT RESOLVED by the Legislative Body of Blount County, Tennessee, assembled in regular/called session on this 15TH day of August 2024,

Appropriation

101-54210-510600	Deputy	$ 52,425.00
101-54210-520100	Social Security	$ 3,250.00
101-54210-520400	State Retirement	$ 5,473.00
101-54210-520600	Life Insurance	$ 62.00
101-54210-520700	Health Insurance	$ 16,800.00
101-54210-520800	Dental Insurance	$ 282.00
101-54210-521000	Unemployment	$ 27.00
101-54210-511200	Medicare	$ 760.00
101-54210-551300	Workers Comp	$ 1,238.00
101-91130-571800	Motor Vehicles	$ 70,725.00
101-54110-542500	Gasoline	$ 3,000.00
101-54110-533800	Vehicle Mtce	$ 1,500.00
101-54110-543100	Law Enfrcmt Supp	$ 2,275.00
TOTAL		**$ 157,817.00**

Duly authorized and approved the 15th of August 2024.

CERTIFICATION OF ACTION **ATTEST**

Commission Chairman

County Clerk

County Mayor

Date

☐ Approved

☐ Vetoed

Budget Amendment Request

FY 24-25

Department: 101-54210

Account: Court Support Deputy - Corrections

Type of Amendment: (check one)

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

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

	Account Number	Description	Amount
TO	101-54210-510600	Deputies	52,425.00
	101-54210-520100	Social Security	3,250.00
	101-54210-520400	State Retirement	5,473.00
	101-54210-520600	Life Insurance	62.00
	101-54210-520700	Health Insurance	16,800.00
	101-54210-520800	Dental Insurance	282.00
	101-54210-521000	Unemployment	27.00
	101-54210-521200	Medicare	760.00
	101-54210-551300	Workers Comp	1,238.00
		TOTAL	80,317.00

	Account Number	Description	Amount
FROM	101-00000-489900	Other/Use of Fund Balance	80,317.00
		TOTAL	80,317.00

Explanation: cost to hire a new court support deputy (assuming full family benefits)

7/30/2024

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Budget Amendment Request

FY 24-25

Department: Sheriff- Motor Vehicles

Account: 101-91130-571800

Type of Amendment: (check one)

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

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

	Account Number	Description	Amount
TO	101-91130-571800	Motor Vehicles	70,725.00
	101-54110-542500	Gasoline	3,000.00
	101-54110-533800	Vehicle Mtce	1,500.00
	101-54110-543100	Law Enforcement Supplies	2,275.00
		TOTAL	77,500.00

	Account Number	Description	Amount
FROM	101-00000-489900	Other/Use of Fund Balance	77,500.00
		TOTAL	77,500.00

Explanation: to purchase a vehicle for new court support deputy

7/30/2024

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Blount County Government

TO: Blount County Commissioners

FROM: Blount County Juvenile Court
Blount County General Sessions Court
Blount County Sheriff's Office

RE: Court Officer—Required by Statute

DATE: July 18, 2024

1. Background: Blount County Juvenile Court consists of three judicial officers: an elected General Sessions Judge who exercises concurrent jurisdiction over Juvenile Court, and two Juvenile Magistrate Judges. Juvenile Magistrate Judges exercise the same jurisdiction and preside over the same cases as the elected judge. Juvenile Magistrate Judges are judicial officers and are subject to the Code of Judicial Conduct. Prior to 2020, Blount County Juvenile Court's judicial officers consisted of the elected Judge and a single Juvenile Magistrate Judge. In 2020, a part-time Juvenile Magistrate Judge position was added. In 2021, a third courtroom was added to the second floor of the Courthouse. In 2023, the part-time Juvenile Magistrate Judge position was changed to a full-time position. Pursuant to Tennessee Code Annotated sections 8-8-201(a)(2), 16-15-715, and 37-1-213, the Sheriff is required to provide an officer for each courtroom when it is in session.

2. History: The request for another court officer to serve in Juvenile Court has been made several times. Most recently, the Sheriff's Office requested two new Court Support positions in 2023. This request was denied (See attached).

3. Current Operations: Currently, two court officers are having to divide their time between three courtrooms. Because courts, pursuant to statute, are not permitted not operate without a court officer, the lack of an additional officer has caused delay in the efficient administration of justice. Blount County Juvenile Court presides over cases involving abused and neglected children. Every day, foster parents, Child Protective Service workers, Department of Children's Services case managers, Blount County employees, and other members of the community are present in court. The safety of these individuals is the responsibility of Blount County, and specifically, the Sheriff's Office.

4. Proposal: Blount County Juvenile Court, with the support of the Sheriff's Office, respectfully requests the county to fund a third court officer position to enable the Court to fulfill responsibilities consistent with Tennessee law.

5. Impact if not funded: It will be difficult, if not impossible, for the Blount County Juvenile Court to fulfill its mandate in providing a safe and secure forum for resolution of matters affecting the children and families of Blount County.

Signature from Department Head/Elected (or designee)

MEMORANDUM

TO: James L. Berrong, Blount County Sheriff; Deputy Chief Chris Cantrell

FROM: Judge Kenlyn Foster

DATE: May 16, 2024

RE: Courtroom B, Magistrate Erin Schad

I am pleased to announce that Erin Schad will join Blount County Juvenile Court as a Juvenile Court Magistrate Judge on June 3, 2024. Magistrate Schad will preside over Courtroom B. I respectfully request that, pursuant to Tennessee Code Annotated sections 8-8-201(a)(2), 16-15-715, and 37-1-213, the Sheriff's Office provide a Court Officer for Courtroom B. Please let me know if you have any questions or concerns.

Tenn. Code Ann. § 37-1-213

Current through Chapter 1069, with the exception of Chapter 688 secs 79, 80, and 83 of the 2024 Regular Session. The commission may make editorial changes to this version and may relocate or redesignate text. Those changes will appear on Lexis Advance after the publication of the certified volumes and supplements. Pursuant to TCA sections 1-1-110, 1-1-111, and 1-2-114, the Tennessee Code Commission certifies the final, official version of the Tennessee Code. Until the annual issuance of the certified volumes and supplements, references to the updates made by the most recent legislative session should be to the Public Chapter and not TCA.

37-1-213. Deputies.

The sheriffs of the various counties shall furnish the necessary deputies and special deputies to attend and dispense with the business of such courts.

History

Acts 1982, ch. 934, § 13; T.C.A., § 37-273.

Annotations

Opinion Notes

Attorney General Opinions.

Appointment of court officer authorized to carry weapon in courtrooms; required training, qualifications, etc. OAG 10-77, *2010 Tenn. AG LEXIS 83 (6/1/10)*.

POST certification of bailiffs and court officers. OAG 10-107, *2010 Tenn. AG LEXIS 113 (10/28/10)*.

TENNESSEE CODE ANNOTATED
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Tenn. Code Ann. § 8-8-201

Current through Chapter 1069, with the exception of Chapter 688 secs 79, 80, and 83 of the 2024 Regular Session. The commission may make editorial changes to this version and may relocate or redesignate text. Those changes will appear on Lexis Advance after the publication of the certified volumes and supplements. Pursuant to TCA sections 1-1-110, 1-1-111, and 1-2-114, the Tennessee Code Commission certifies the final, official version of the Tennessee Code. Until the annual issuance of the certified volumes and supplements, references to the updates made by the most recent legislative session should be to the Public Chapter and not TCA.

8-8-201. Duties of office. [Effective until July 1, 2024. See the version effective on July 1, 2024.]

(a) It is the sheriff's duty to:

(1) Execute and return, according to law, the process and orders of the courts of record of this state, and of officers of competent authority, with due diligence, when delivered to the sheriff for that purpose;

(2)

(A) Except as provided in subdivision (a)(2)(B), attend upon all the courts held in the county when in session; cause the courthouse or courtroom to be kept in order for the accommodation of the courts; furnish them with fire and water; and obey the lawful orders and directions of the court;

(B)

(i) In any municipality having a metropolitan form of government and a population of over four hundred fifty thousand (450,000), according to the 1990 federal census or any subsequent federal census, the trial judges shall, within the annual budget appropriation, appoint persons to serve as court officers for the respective courts, such persons to serve at the will of, and under the direction and supervision of the appointing judge. The officers shall be paid in accordance with the general pay plan of such a municipality;

(ii) It is the duty of such court officers to maintain order during sessions of the court, to serve process as ordered and to perform such other duties as may be prescribed by the judge. The court officers shall, while acting in the performance of their duties, possess and exercise police powers to the same extent as that granted to members of the metropolitan police department;

(3) Take charge and custody of the jail of the sheriff's county, and of the prisoners therein; receive those lawfully committed, and keep them personally, or by deputies or jailer, until discharged by law; be constantly at the jail, or have someone there, with

the keys to liberate the prisoners in case of fire; provided, that if two (2) or more counties enter into an interlocal agreement providing for a jail to serve the counties which are parties to the agreement, the sheriff of any county which is party to such agreement shall not take charge and custody of the jail shared by the agreeing counties unless the interlocal agreement so provides, nor shall the sheriff have charge of the prisoners lawfully committed to such a jail unless so provided by the interlocal agreement;

(4) Mark on all process delivered to the sheriff to be executed, the day on which the sheriff received the same;

(5)

(A) Execute all writs and other process legally issued and directed to the sheriff, within the county, and make due return thereof, either personally or by a lawful deputy or, in civil lawsuits only, by a lawfully appointed civil process server except in counties specified in subdivision (a)(5)(B);

(B) The provisions of subdivision (a)(5)(A), relative to other authorized process servers, do not apply in the counties having a population of:

not less than nor more than
41,80041,900
85,72585,825
143,900144,000
287,000288,000

according to the 1980 federal census or any subsequent census;

(6) Execute every notice to take depositions, delivered to the sheriff, for any party residing in the county, by delivering a copy thereof to such party in due time; mark on the original notice the time of delivering such copy, and return the same to the clerk of the court in which the suit is pending;

(7) Serve, in due time, any delinquent officer or principal debtor with a copy of any notice of motion delivered to the sheriff to be served on such officer or debtor, and return the original notice in due time to the clerk of the court in which the motion is to be made, with the sheriff's endorsement of service;

(8) Go to the house or place of abode of every defendant against whom the sheriff has process, before returning on the same that the defendant is not to be found;

(9) Specify in the return in what county in the state the defendant resides, when the defendant is a known inhabitant of any other county than that of the sheriff to which the process is directed;

(10) Use, in the execution of process, a degree of diligence exceeding that which a prudent person employs in such person's own affairs;

(11) Give a receipt, if required by the party, for executions delivered to the sheriff;

(12) Receive nothing but money, or, unless otherwise instructed, current convertible bank notes, in satisfaction of any writ of execution delivered to the sheriff;

(13) Levy every writ of execution first on the defendant's goods and chattels, if there are any;

(14) Levy the same upon lands to the amount of the whole debt, or so much of the debt as may exceed the value of the goods and chattels, if there are not, to the best of the sheriff's knowledge, goods and chattels sufficient to answer the plaintiff's demand;

(15) Exhaust the property of a principal before selling the property of a surety, as provided in *§ 26-3-105*;

(16) Take from a defendant, on whose personal property the sheriff has levied an execution, a delivery bond, if requested, with surety, for double the amount of the execution, payable to the plaintiff, conditioned for the delivery of the property at the day and place of sale;

(17) Levy such execution, if the bond be forfeited, upon so much of the property of the defendant, if to be found, as shall be sufficient to satisfy it; and, if there be a deficit, then upon the surety's property, sufficient to satisfy so much of the debt as the property not delivered was valued at;

(18) Summon a jury to ascertain the value of the undelivered property of the principal, if the value is not set forth in the delivery bond;

(19) Return the execution, and the bond with it, to the tribunal from which it issued, if satisfaction of the execution cannot be had before the return day;

(20) Have personal property that the sheriff sells under execution present at the time of sale, unless the defendant agrees that it may be sold without being present;

(21) Describe land levied upon by execution or attachment, so as to identify it and distinguish it from other lands;

(22) Serve the defendant in possession of land with twenty (20) days' notice of the levy, and of the time and place of sale;

(23) Advertise the sale of any land levied on by execution, as prescribed in *§§ 35-5-101* — *35-5-104*;

(24) Pay the expenses of such advertisement out of the proceeds of the sale;

(25) Return every execution which is delivered to the sheriff, on or before the day of return mentioned therein, with a sufficient response endorsed thereon or attached to it;

(26) Pay to the party entitled to the same, or to the party's agent or attorney, on demand, any moneys collected by the sheriff on any execution from a court of record;

(27) Return with such execution any money collected on such execution;

(28) Make out, if required by the defendant, on levying any debt, damages, or costs by virtue of an execution, a bill of fees due in the case, and set down, under the bill, a true copy of the clerk's and other endorsed fees separately and distinctly, and give a receipt for the same to the defendant in the execution;

(29) Endorse on the execution the amount of the sheriff's own fees taken on the same, to be entered by the clerk on the execution docket;

(30) Pay to the party entitled thereto, or to the party's agent or attorney, any money collected by the sheriff, by virtue of an execution from a judge of the court of general sessions, on or before the return day of the execution;

(31) Pay to the party entitled to receive the same, or to the party's agent or attorney, any money collected by the sheriff upon any debt or demand delivered to the sheriff for collection, whether the sheriff collects or receives the money before or after the issuance of any summons, or before or after the rendition of a judgment or the issuance of an execution;

(32) Return every execution issued by any judge of the court of general sessions and delivered to the sheriff, with a sufficient response thereon, within thirty (30) days after the issuance of the same, either to the judge who issued it, or to the judge having possession of that judge's papers;

(33) Perform such other duties as are, or may be, imposed by law;

(34) Enforce the ordinances of a municipality; provided, that the municipality has expressed by ordinance its intent to have the sheriff enforce its ordinances, and that the municipality has filed a certified copy of its ordinances with the sheriff and the general sessions court of the county;

(35)

(A) Take or cause to be taken a full set of fingerprints of each person arrested whether by warrant or capias for an offense which results in such person's incarceration in a jail facility or the person's posting of a bond to avoid incarceration. If fingerprints are maintained manually, two (2) full sets of fingerprints shall be obtained and sent to the Tennessee bureau of investigation. If fingerprints are maintained electronically, a set of fingerprints shall be transmitted to the Tennessee bureau of investigation. Upon receipt of the fingerprints, the Tennessee bureau of investigation shall retain one (1) set of the fingerprints as provided in *§ 38-6-103*, and shall send one (1) set of the fingerprints to the federal bureau of investigation;

(B) A person who is issued a citation pursuant to *§ 40-7-118* or *§ 40-7-120* shall not, for purposes of this section, be considered to have been arrested and the agency issuing the citation shall not be required to take the fingerprints of such person; and

(36) Promptly turn over and transfer custody of any inmate sentenced to the department of correction who is being housed in such sheriff's local jail awaiting transfer when called upon to do so by a state official pursuant to *§ 40-35-212* or *§ 41-8-106*.

(b)

(1) In addition to the duties set forth in subsection (a), the sheriff shall perform the duties set forth in the following sections: 2-17-106, 5-7-108, 6-55-201, 7-51-1105, 7-51-1107, 7-51-1111, 7-86-105, 8-4-115, 8-7-110, 8-22-110, 8-26-108, 11-24-112, 16-2-505, 16-15-715, 16-15-901, 18-1-206, 20-2-103, 20-2-111, 22-2-307, 22-2-310, 26-1-402, 26-2-216, 26-2-405, 26-2-406, 26-5-116, 29-16-111, 29-17-706, 29-18-115, 33-3-611, 33-5-409, 33-6-406, 33-6-407, 33-6-610, 33-6-611, 33-6-615, 33-6-901, 37-1-213, 37-1-310, 37-1-403, 37-1-405, 37-1-603, 37-1-605, 37-1-607, 37-5-205, 38-1-106, 38-3-102, 38-3-108, 38-3-122, 38-7-106, 38-7-108, 38-7-116 [repealed], 38-8-102, 38-8-111, 38-10-102, 38-11-204, 39-14-149, 39-17-420, 39-17-429, 39-17-714, 39-17-1315, 39-17-1317, 39-17-1351, 39-17-1361, 40-6-105, 40-6-210, 40-6-212, 40-6-215, 40-7-120, 40-9-103, 40-9-124, 40-9-127, 40-10-105, 40-10-106, 40-11-106, 40-11-135, 40-11-147, 40-11-207, 40-11-211, 40-11-212, 40-13-301, 40-20-117, 40-23-103, 40-23-113, 40-23-116, 40-25-111, 40-25-135, 40-28-107, 40-30-110, 40-33-102, 40-33-104, 40-33-105, 40-33-107, 40-35-307, 40-36-201, 40-38-103, 41-1-604, 41-4-143, 41-7-105, 41-8-105, 41-11-105, 41-11-110, 41-21-308, 41-21-909, 41-22-301, 41-22-303, 41-22-307, 47-13-104, 47-25-404, 49-6-3007, 49-6-3203, 53-11-451, 54-11-105, 54-14-106, 55-10-402, 55-10-410, 55-10-420, 57-3-410, 57-5-202, 57-9-101, 57-9-102, 57-9-103, 57-9-104, 57-9-106, 57-9-107, 57-9-108, 57-9-110, 57-9-111, 57-9-115, 57-9-118, 60-1-205, 62-35-131, 63-3-126, 63-5-124, 63-8-120, 63-9-110, 63-16-115, 63-17-219, 63-25-110, 65-6-133, 66-19-206, 66-19-208, 66-19-209, 66-23-111, 67-1-1202, 67-1-1203, 67-4-110, 67-4-215, 67-4-603, 67-4-1017, 67-5-2006, 68-29-136, 68-102-145, 68-120-401, 68-140-522, 70-4-106, 70-6-201, and 71-6-208.

(2) The sheriff shall perform such other duties as are, or may be, imposed by law or custom.

History

Code 1858, §§ 360, 4093 (deriv. Acts 1777 (Nov.), ch. 8, §§ 5, 7, 10; 1794, ch. 1, §§ 9, 23; 1799, ch. 14, § 1; 1801, ch. 13, § 1; 1803, ch. 18, § 2; 1817, ch. 199, §§ 5, 6; 1827, ch. 35, § 4; 1829, ch. 71, § 1; 1831, ch. 25, §§ 1, 2; 1835-1836, ch. 17, §§ 4, 5; 1835-1836, ch. 19, § 6; 1837-1838, ch. 190, § 1; 1841-1842, ch. 37; 1843-1844, ch. 32, § 1; 1845-1846, ch. 22; 1849-1850, ch. 120, § 1); Acts 1897, ch. 66, § 1; Shan., §§ 449, 5906; mod. Code 1932, §§ 696, 10106; modified; Acts 1973, ch. 88, § 1; 1973, ch. 355, § 1; impl. am. Acts 1979, ch. 68, §§ 2, 3; T.C.A. (orig. ed.), § 8-810; Acts 1981, ch. 289, § 2; 1982, ch. 930, § 1; 1986, ch. 698, § 2; 1987, ch. 338, §§ 2, 3-5; *1994, ch. 728, § 1*; *1995, ch. 462, §§ 1*, 2; *1997, ch. 502, § 2*; *1999, ch. 190, § 2*; *2004, ch. 438, § 1*; *2004, ch. 669, §§ 1*, 2; *2005, ch. 174, § 1*; *2008, ch. 701, § 6*; *2008, ch. 1159, § 3*; *2013, ch. 154, § 29*; *2019, ch. 118, § 1*; *2019, ch. 509, § 2*.

Annotations

Notes

Tenn. Code Ann. § 16-15-715

Current through Chapter 1069, with the exception of Chapter 688 secs 79, 80, and 83 of the 2024 Regular Session. The commission may make editorial changes to this version and may relocate or redesignate text. Those changes will appear on Lexis Advance after the publication of the certified volumes and supplements. Pursuant to TCA sections 1-1-110, 1-1-111, and 1-2-114, the Tennessee Code Commission certifies the final, official version of the Tennessee Code. Until the annual issuance of the certified volumes and supplements, references to the updates made by the most recent legislative session should be to the Public Chapter and not TCA.

16-15-715. Court bailiffs.

The sheriff shall, unless otherwise provided, provide sufficient bailiffs to serve the general sessions courts.

History

Acts 1993, ch. 241, § 25.

Annotations

Opinion Notes

Attorney General Opinions.

Sheriff has the duty to appoint court officers for general sessions courts, except in municipalities having a metropolitan form of government and a population of more than 450,000, OAG 05-026, *2005 Tenn. AG LEXIS 26 (3/21/05)*

Appointment of court officer authorized to carry weapon in courtrooms; required training, qualifications, etc. OAG 10-77, *2010 Tenn. AG LEXIS 83 (6/1/10)*.

POST certification of bailiffs and court officers. OAG 10-107, *2010 Tenn. AG LEXIS 113 (10/28/10)*.

TENNESSEE CODE ANNOTATED
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End of Document

Legislation Details (With Text)

File #:	RES 24-294	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/30/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	

Title: Resolution No. 24-08-003, Budget Increase – Development - $144,000.00 (Appropriate funds approved during FY25 Budget process to purchase three vehicles nearing end of useful life). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: Resolution Dev Svcs Vehicles
Amendment Dev Svcs Vehicle
Memo Dev Svcs Vehicle
Back up F150 REGULAR CAB
Back up SUV Quote

Date	Ver.	Action By	Action	Result
8/6/2024	1	Budget Committee	forwarded to full commission	Pass
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-003, Budget Increase - Development - $144,000.00 (Appropriate funds approved during FY25 Budget process to purchase three vehicles nearing end of useful life)

powered by Legistar™

RESOLUTION NO. 24-08-003

SPONSORED BY: Commissioners Mike Caylor, Jared Anderson and Nick Bright

A RESOLUTION TO AMEND GENERAL COUNTY BUDGET

WHEREAS, Blount County requests to increase the General County Budget to purchase fleet vehicles for Development Services, as approved during the budgeting process, to replace those nearing ends of useful life.

WHEREAS, It is deemed to be in the best interest of Blount County, to amend the General County Budget as requested.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Blount County, Tennessee, assembled in regular session on this 15th day of August, 2024 that the General County Budget shall be amended as follows:

Appropriation:

101-51710-571800 Motor Vehicles Purchased…….$144,000.00

Revenue:

101-00000-489900 Use of Fund Balance.……$144,000.00

Duly authorized and approved the 15th of August 2024.

CERTIFICATION OF ACTION	**ATTEST**
Commission Chairman	County Clerk
County Mayor	Date

☐ Approved

☐ Vetoed

Blount County Government
Budget Amendment Request

FY 24-25

Department: Development Services

Account: 101

Type of Amendment: (check one)

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

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

	Account Number	Description	Amount
TO	101-51710-571800	Motor Vehicles Purchased	144,000.00
		TOTAL	144,000.00

	Account Number	Description	Amount
FROM	101-00000-489900	Use of Fund Balance	144,000.00
		TOTAL	144,000.00

Explanation: To purchase fleet vehicles to replace ones at the end of useful life-funds approved during FY24-25 budget process

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Blount County Government

TO: Blount County Commissioners

FROM: Highway Department

RE: Development Services Fleet

DATE: July 25, 2024

The funds for these expenditures were recommended by the Budget Committee and approved by the Commission as part of the FY 24-25 budget for Fund 101.

As per the new process for appropriating capital expenditures, we are bringing the request to you now asking you to approve the appropriation for the use of $144,000 to purchase new fleet vehicles for Development Services to replace those nearing the end of their useful life. The current quotes are attached for the Ford Explorer and the Ford F150. When the monies are allocated, we will work with the vendor to stretch the funds to purchase as many vehicles as it allows.

Jeff Headrick
Blount County Highway Superintendent

Ford of Murfreesboro

John Hamby
1550 NW Broad St.
Murfreesboro, TN 37129

SALES QUOTATION

STATE CONTRACT- 000080356

TO: **(Pricing valid for 2024 models only.)**

MDL F1E-100A

BLOUNT COUNTY

2023 FORD F150 REGULAR CAB XL 4WD PICKUP

WHITE 8 FT BED

F.O.B.
TERMS
DELIVERY
NUMBER

Thank you for your inquiry dated: *June 26, 2024*
We are pleased to quote you the following:

ITEM	QUANTITY		UNIT PRICE	DELIVERY DATE
1	1	**2023 FORD F150 REGULAR CAB XL 4WD PICKUP**	$33,522.00	
2		**5.0 LITER V-8 GAS, 10 SPEED TRANSMISSION**		
3		**EXTERIOR -- WHITE**		
4		**INTERIOR -- SLATE VINYL**		
5		**OPTIONS LISTED ON WINDOW STICKER**		
6		OPTIONS	**$3,455.00**	
7				TBD
8		**101A EQUIPMENT GRP. CHROME PKG, ALUMINUM WHEELS**		
9		**FOG LIGHTS, REVERSE SENSING. CRUISE CONTROL**		
10				
11				
12		TOTAL X 1	**$36,977.00**	

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

John Hamby
PER

June 26, 2024
DATE

Prepared by: JOHN HAMBY
06/26/2024

Ford of Murfreesboro | 1550 N.W. Broad St. Murfreesboro Tennessee | 371291709

2023 F-150 4x4 Regular Cab 8' box 141" WB XL (F1E)

Price Level: 370

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F1E	Base Vehicle Price (F1E)	$39,900.00
Packages		
101A	Equipment Group 101A Standard *Includes:* *- Transmission: Electronic 10-Speed Automatic* *Includes selectable drive modes: normal, ECO, sport, tow/haul, slippery, deep snow/sand and mud/rut.* *- Tires: 265/70R17 BSW A/T* *- Radio: AM/FM Stereo w/4 Speakers* *Includes auxiliary audio input jack.* *- SYNC 4* *Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owners manual.*	-$750.00
Powertrain		
995	Engine: 5.0L V8 *Includes auto start-stop technology and flex-fuel capability.* *Includes:* *- 3.31 Axle Ratio* *- GVWR: 6,950 lbs Payload Package*	$2,560.00
44G	Transmission: Electronic 10-Speed Automatic *Includes selectable drive modes: normal, ECO, sport, tow/haul, slippery, deep snow/sand and mud/rut.*	Included
X27	3.31 Axle Ratio	Included
NONGV1	GVWR: 6,950 lbs Payload Package	Included
Wheels & Tires		
STDTR	Tires: 265/70R17 BSW A/T	Included
64F	Wheels: 17" Silver Painted Aluminum	Included
Seats & Seat Trim		
A	Vinyl 40/20/40 Front Seat	N/C
Other Options		
141WB	141" Wheelbase	STD

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2023 F-150 4x4 Regular Cab 8' box 141" WB XL (F1E)

Price Level: 370

As Configured Vehicle (cont'd)

Code	Description	MSRP
PAINT	Monotone Paint Application	STD
STDRD	Radio: AM/FM Stereo w/4 Speakers	Included
	Includes auxiliary audio input jack.	
	Includes: *- SYNC 4* *Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owners manual.*	
86A	XL Chrome Appearance Package	$895.00
	- Option Discount	-$500.00
	Includes: *- Wheels: 17" Silver Painted Aluminum* *- Chrome Front & Rear Bumpers* *- Fog Lamps w/Black Bezels*	
53B	Class IV Trailer Hitch Receiver	$315.00
	Includes towing capability up to TBD lbs. on 3.3L V6 PFDI engine (99B) and 2.7L EcoBoost engine (99P) or up to TBD lbs. on 3.5L EcoBoost engine (998) and 5.0L V8 engine (995), 7/4-pin connector, class IV trailer hitch receiver, smart trailer tow connector (Includes BLIS w/trailer tow coverage where BLIS is available).	
595	Fog Lamps w/Black Bezels	Included
Fleet Options		
17C	Chrome Front & Rear Bumpers	Included
WARANT	Fleet Customer Powertrain Limited Warranty	N/C
	Requires valid FIN code.	
	Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.	
Emissions		
425	50 State Emissions	STD
Exterior Color		
YZ_01	Oxford White	N/C

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2023 F-150 4x4 Regular Cab 8' box 141" WB XL (F1E)

Price Level: 370

As Configured Vehicle (cont'd)

Code	Description	MSRP
Interior Color		
AS_02	Black w/Medium Dark Slate w/Vinyl 40/20/40 Front Seat	N/C
SUBTOTAL		$42,420.00
Destination Charge		$1,995.00
TOTAL		$44,415.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Ford of Murfreesboro

John Hamby
1550 NW Broad St.
Murfreesboro, TN 37129

SALES QUOTATION

STATE CONTRACT- 000080356

TO: PRICING GOOD ONLY FOR 2024 / 2025 MODELS
K8D-200A
BLOUNT COUNTY

2025 EXPLORER XLT AWD
WHITE

F.O.B.
TERMS
DELIVERY
NUMBER

Thank you for your inquiry dated: *June 26, 2024*
We are pleased to quote you the following:

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	DELIVERY DATE
1	1	2025 EXPLORER XLT AWD	$41,138.00	
2		2.3 LITER ECO BOOST W/ 10 SPEED TRANS		
3		EXTERIOR – WHITE		
4		INTERIOR - DARK GRAY CLOTH		
5		OPTIONS LISTED ON WINDOW STICKER		
6				
7		OPTIONS		TBD
8				
9				
10				
11				
12		TOTAL X 1	$41,138.00	

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

John Hamby
PER

June 26, 2024
DATE

Legislation Details (With Text)

File #:	RES 24-295	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/30/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	

Title: Resolution No. 24-08-004, Budget Increase – Highway Capital - $234,612.33 (Appropriate funds to purchase a triaxle dump truck to meet increased paving demands by transporting more product and finishing projects more quickly than with the current equipment). Referred to full commission with a favorable recommendation by the Budget Committee (4-1).

Sponsors:

Indexes:

Code sections:

Attachments: Resolution HWY Capital TriAxle
Amendment HWY Capital TriAxle
Memo HWY Capital TriAxle
Back up HWY Capital TriAxle Quote

Date	Ver.	Action By	Action	Result
8/6/2024	1	Budget Committee	forwarded to full commission	Pass
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-004, Budget Increase - Highway Capital - $234,612.33 (Appropriate funds to purchase a triaxle dump truck to meet increased paving demands by transporting more product and finishing projects more quickly than with the current equipment)

RESOLUTION NO. 24-08-004

SPONSORED BY: Commissioners Mike Caylor, Jared Anderson and Nick Bright

A RESOLUTION TO AMEND BLOUNT COUNTY HIGHWAY DEPARTMENT BUDGET

WHEREAS, Blount County requests to increase the Blount County Highway Budget to purchase a tri-axle dump truck for the Highway Department equipment.

WHEREAS, It is deemed to be in the best interest of Blount County, to amend the Blount County Highway Department Budget as requested.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Blount County, Tennessee, assembled in regular session on this 15th day of August, 2024 that the General County Budget shall be amended as follows:

Appropriation:

176-91200-571400	Highway Equipment…….$234,612.33

Revenue:

176-00000-489900	Use of Fund Balance…….$234,612.33

Duly authorized and approved the 15th of August 2024.

CERTIFICATION OF ACTION

Commission Chairman

County Mayor

- ☐ Approved
- ☐ Vetoed

ATTEST

County Clerk

Date

Blount County Government
Budget Amendment Request

FY 24-25

Department: Highway Department

Account: 176

Type of Amendment: (check one)

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

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

	Account Number	Description	Amount
TO	176-91200-571400	Highway Equipment	234,612.33
		TOTAL	234,612.33

	Account Number	Description	Amount
FROM	176-00000-489900	Use of Fund Balance	234,612.33
		TOTAL	234,612.33

Explanation: To purchase a tri-axle dump truck for the Highway Department

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Blount County Government

TO: Blount County Commissioners

FROM: Highway Department

RE: Tri-Axle Dump Truck

DATE: July 25, 2024

We are requesting a budget increase of $234,612.33 to be used to purchase a Tri-Axle Dump Truck. We have worked hard to standardize our fleet so that our shop is better equipped to work on our equipment. In doing this, it was brought to our attention that the existing single axle dump trucks are not the best equipment to meet the daily paving demands. The yearly paving goals have and will continue to increase. The tri-axle dump trucks allow for more product to be transported which allows for the project to be completed faster. With faster completions, the paving crew can move onto another project. By allowing this equipment purchase, the efficiency that our paving crews to increase our pothole repair substantially. The goal of this department is to be as efficient and time sensitive on getting the necessary repairs/projects completed quickly.

Jeff Headrick
Blount County Highway Superintendent

NEW TRUCK ORDER

KNOXVILLE, TN 37924
7425 CROSSWOOD BLVD
1-865-637-0880

TENNESSEE KENWORTH, LLC ("Dealer")

doing business as: MHC KENWORTH - KNOXVILLE

PURCHASER			ADDRESS				
Blount County Government Hwy			1227 McArthur Rd				
BUSINESS PHONE	**OTHER PHONE**		**CITY**	**STATE**	**ZIP CODE**	**COUNTY**	**DATE**
865-982-4652	865-681-8938		Maryville	TN	37804-2685	BLOUNT	08/01/2024
QUANTITY	**YEAR**	**MAKE**	**MODEL**	**BODY TYPE**		**SALESPERSON**	
1	2025	KW	T880			RICHARD LOGAN	
STOCK NUMBER		**COLOR**		**TO BE DELIVERED ON OR ABOUT**		**FINANCIAL SOURCE**	
				01/31/2025		Cash	
SERIAL NUMBERS							
PRICE OF VEHICLE(s) W/O FET							$234,317.33

PRICING INCLUDES APPLICABLE F.E.T - MUNICIPALITY/EXEMPT
PRICING DOES NOT INCLUDE ANY STATE AND/OR LOCAL REGISTRATION FEES-* EXEMPT *
CLIENT RESPONSIBLE FOR ANY STATE/LOCAL TAXES AND/OR REGISTRATION FEES-* EXEMPT *
PRICING INCLUDES STANDARD MANUFACTURER'S WARRANTIES; EXT COVERAGES AVAILABLE AT AN ADDITIONAL COST.
PRICING VALID FOR CLIENT TAKING DELIVERY AT CORRESPONDING MHC LOT TO UNIT LOCATION.
PRICE INCLUDES COST OF BODY AND INSTALL PAID BY MHC TO BODY BUILDER/INSTALLER - ROGERS MANUFACTURING COMPANY INC.
PRICING BASED ON Q4 2024 BUILD/DELIVERY. PRICE SUBJECT TO CHANGE VIA CHASSIS BUILD AFTER 12/31/2024.

TRADE TERMS AGREEMENT APPLICABLE ☐ YES

NOTE: If vehicle(s) are not funded within 15 days of truck receipt date at the dealer, customer will be charged a per diem amount per unit until units are fully funded. Customer has 60 days from delivery date of the truck to return and have any add-ons listed on the sales order completed.

DESCRIPTION OF TRADE-IN OR TRADE ATTACHMENT			ADD F.E.T.	
YEAR	**MAKE**	**MODEL**	SUBTOTAL	$234,317.33
			BUSINESS TAX	
SERIAL NUMBER		**MILEAGE**	SALES TAX	
			LOCAL TAX	
BALANCE OWED TO		**TRADE DIFFERENCE**	DOCUMENTATION FEE	$295.00
			REGISTRATION FEES	
			TOTAL DELIVERED PRICE	$234,612.33
			LESS: TRADE-IN ALLOWANCE	
			LESS: BALANCE OWED ON TRADE-IN	
			TRADE-IN EQUITY	
			LESS: CASH DEPOSIT SUBMITTED WITH ORDER	
			CASH DUE ON DELIVERY (Includes above Taxes, but may not be inclusive of all Applicable Taxes)	
			UNPAID BALANCE (Amount to be Separately Financed by Purchaser) Due in Cash on Delivery	$234,612.33

PURCHASER'S CERTIFICATION

Purchaser and the person signing this Order on behalf of Purchaser hereby certify that:

1. Purchaser and the person signing this Order on behalf of Purchaser have carefully reviewed the terms and conditions printed on the front and reverse side hereof, and agree to be bound thereby. The terms and conditions printed on the front and reverse side hereof represent the entire and integrated agreement between the parties relating to the purchase and sale of the Vehicle and cancels and supersedes prior negotiations, representations or agreements, either written or oral.

2. Purchaser and the person signing this Order on behalf of Purchaser have Carefully reviewed this Order and fully understand that the Vehicle listed above will be equipped only with the optional equipment specifically listed on the face of this Order plus all standard equipment as designated by the manufacturer at the time of delivery.

3. The person signing this Order on behalf of Purchaser is of legal age to execute binding contracts in this State. The person signing this Order on behalf of Purchaser has the authority and has been duly authorized to sign this Order on behalf of the Purchaser.

READ ALL PAGES OF THIS ORDER

THE TERMS AND CONDITIONS ON PAGE 2 HEREOF ARE PART OF THIS ORDER.

THIS ORDER IS NOT VALID UNLESS SIGNED BY AND ACCEPTED BY AN AUTHORIZED MANAGER OF DEALER.

THE PRICE OF THIS VEHICLE DOES NOT INCLUDE ANY APPLICABLE TAXES, WHICH ARE THE RESPONSIBILITY OF PURCHASER AS SET FORTH ON ALL PAGES HEREOF.

ANY TAXES DISPLAYED ON THIS TRUCK ORDER ARE ESTIMATED. ACTUAL TAXES, AS APPLICABLE, WILL BE INVOICED TO THE PURCHASER AT THE PREVAILING TAX RATES AVAILABLE AT TIME OF VEHICLE INVOICE.

ANY DELIVERY DATES INDICATED ON THIS ORDER ARE ESTIMATES AND SUBJECT TO THE MANUFACTURERS' PRODUCTION SCHEDULE AND FINAL APPROVAL.

THIS ORDER CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES

TERMS AND CONDITIONS ON PAGE 2 HEREOF ARE PART OF THIS AGREEMENT

SIGNED (AUTHORIZED REPRESENTATIVE OF PURCHASER) :	DATE	ACCEPTED BY DEALER	DATE

CONTINUATION OF TERMS AND CONDITIONS CONSTITUTING A PART OF TRUCK ORDER

This Truck Order ("Order"), including the front of this Order and these terms and conditions, constitutes a contract for the purchase of the vehicle(s) or chassis ("Vehicle") listed and described on the front side hereof, between dealer identified on the front side hereof ("Dealer"), and the purchaser identified on the front side hereof ("Purchaser"). This Order is binding upon Dealer and Purchaser upon each party's execution on the front side hereof.

1. PRICE REVISION: The manufacturer of any new Vehicle ordered hereunder by Purchaser may change the price to dealer of such Vehicle after the date of this Order. In the event of any such price change, prior to the delivery of any new vehicle to Purchaser, the Dealer shall have the right to change the price of the Vehicle described on the front side hereof by providing notice of such change to Purchaser. If Purchaser does not agree to pay the changed price of the Vehicle, Purchaser shall cancel this Order by providing Dealer with written notice of such cancellation within two (2) days of notice from Dealer of the change in the price of the Vehicle. If Purchaser fails to timely provide Dealer with such written notice, Purchaser shall be bound to pay the changed cash price of the Vehicle. In the event Purchaser cancels this Order pursuant to this Paragraph 1 and has traded a used vehicle as part of the consideration for a new Vehicle purchased by Purchaser, such traded-in vehicle shall be returned to Purchaser upon payment of a reasonable charge for storage and repairs (if any) or, if such traded-in vehicle has been previously sold by Dealer, the amount received therefore less a selling commission of 15% and any expense for storing, insuring, conditioning, or advertising such vehicle for sale shall be returned to Purchaser.

2. DEALER NOT AGENT OF MANUFACTURER: It is understood that there is no relationship of principal and agent between the Dealer and the manufacturer of the Vehicle and that the Dealer is not authorized to act, or attempt to act, or represent itself, directly or by implication, as agent of the manufacturer, or in any manner assume or create, or attempt to assume or create, any obligation on behalf of or in the name of the manufacturer. It is further understood that neither Dealer nor anyone acting on its behalf has made, or adopted from the manufacturer, any guarantee, representation or warranty regarding the residual, trade-in, repurchase or buyback value of the Vehicle (a "Repurchase Obligation"), and that any Repurchase Obligation is the sole and exclusive responsibility of the manufacturer. Purchaser hereby acknowledges, agrees, represents and warrants that Purchaser shall look solely to the manufacturer to perform or satisfy any Repurchase Obligation.

3. DISCLAIMER OF WARRANTY: General: References to a "new Vehicle" herein shall mean a motor vehicle that has not been previously registered in any state of the United States of America. References to a "used Vehicle" herein shall mean a motor vehicle which has been previously registered or which should have been registered in a state of the United States of America. **PURCHASER HEREBY ACKNOWLEDGES THAT DEALER NOR ANYONE ACTING ON ITS BEHALF HAS MADE ANY AFFIRMATION OF FACT, REPRESENTATION OR PROMISE RELATING TO THE VEHICLE THAT HAS BECOME A BASIS OF THIS TRANSACTION OR WHICH CREATES AN EXPRESS WARRANTY. NO SAMPLE OR MODEL HAS BECOME A BASIS OF THIS TRANSACTION OR WHICH CREATES AN EXPRESS WARRANTY. TO THE FULLEST EXTENT PERMITTED BY LAW, DEALER DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, INFRINGEMENT, AND THOSE ARISING OUT OF COURSE OF PERFORMANCE OR DEALING OR USAGE OF TRADE OR ANY OTHER IMPLIED WARRANTY WITH RESPECT TO THE VEHICLE.**

New Vehicles: There are **NO WARRANTIES**, express or implied, made by Dealer or the manufacturer, on any new vehicle described on the front of this Order, except for the manufacturer's warranty applicable to such new Vehicle contained in the separate manufacturer's warranty which will be furnished to Purchaser upon delivery of the new vehicle. Such separate manufacturer's warranty shall be expressly IN LIEU OF any other express or implied warranty, condition or guarantee on the new Vehicle or any part thereof. Purchaser hereby acknowledges and agrees that Dealer has not in any manner adopted the manufacturer's warranty as a warranty of the Dealer and Purchaser acknowledges, agrees, represents and warrants that Purchaser shall look solely to the manufacturer to perform or satisfy any obligation under the manufacturer's warranty.

Used Vehicles: Dealer sells any used vehicle **AS IS** with all faults and defects, and the Dealer disclaims all warranties with respect to the Dealer in connection with the sale of any used Vehicle. If the Purchaser is assigned the remaining term of any manufacturer's warranty, Purchaser hereby acknowledges, agrees, represents and warrants that Dealer has not in any manner adopted the manufacturer's warranty as a warranty of Dealer, and Purchaser acknowledges, agrees, represents and warrants that Purchaser shall look solely to the manufacturer to perform or satisfy any obligation under the manufacturer's warranty. As between Purchaser and Dealer, the entire risk as to the quality and performance of any used Vehicle is assumed by Purchaser. As between Purchaser and Dealer, the Purchaser assumes the entire cost of service and repair and loss with respect to any used Vehicle found to be defective.

4. LIMITATION OF LIABILITY: DEALER WILL NOT BE LIABLE TO PURCHASER OR ANY OTHER PARTY FOR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE OR OTHER INDIRECT DAMAGES, INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOST USE, LOST PROFITS, LOST SAVINGS OR OTHER COMMERCIAL OR ECONOMIC LOSS, EVEN IF DEALER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR THEY ARE FORESEEABLE OR FOR CLAIMS MADE BY A THIRD PARTY. IN NO EVENT SHALL DEALER'S TOTAL AGGREGATE LIABILITY TO PURCHASER OR ANY OTHER PARTY RELATING TO OR RESULTING FROM THE SALE, LICENSE OR USE OF A VEHICLE SUBJECT TO THIS ORDER OR THESE TERMS AND CONDITIONS EXCEED THE PURCHASE PRICE PAID FOR SUCH VEHICLE. THESE LIMITATIONS APPLY WHETHER THE LIABILITY IS BASED ON CONTRACT, TORT, STRICT LIABILITY OR ANY OTHER THEORY AND WHETHER THE ALLEGED BREACH OR DEFAULT IS A BREACH OF A FUNDAMENTAL CONDITION OR TERM, OR A FUNDAMENTAL BREACH. THESE LIMITATIONS APPLY TO THE FULLEST EXTENT PERMITTED BY LAW.

5. TRADE-IN VEHICLE: If a vehicle has been traded in as a part of the consideration for the Vehicle ordered by Purchaser hereunder and such traded in vehicle is not delivered to Dealer until delivery to Purchaser of the Vehicle, such trade-in vehicle shall be reappraised as directed by Dealer and such reappraisal value shall determine the allowance made for such vehicle. If such reappraised value is lower than the original allowance therefore shown on the face of this Order, Purchaser may, cancel this Order by providing Dealer with written notice of such cancellation within two (2) days after the reappraisal or prior to delivery of the Vehicle ordered hereunder to Purchaser whichever is earlier. If Purchaser fails to timely provide said written notice of such cancellation, Purchaser shall be bound to the amount of the reappraisal and shall pay the changed cash portion of the price of the Vehicle. The condition of any trade-in vehicle shall strictly comply with and Purchaser shall strictly comply with any Trade/Purchase Terms and Conditions Agreement signed by Purchaser ("Trade Terms Agreement"). If the condition of any trade-in vehicle is not strictly in compliance with, or if Purchaser has not strictly complied with the Trade Terms Agreement, Dealer shall not be obligated to accept the trade-in vehicle and the allowance shown on the front side hereof shall be deleted and Purchaser shall not be entitled to such allowance and Purchaser shall pay the amount of the deleted allowance to Dealer in cash upon delivery of the Vehicle.

6. PURCHASER'S REPRESENTATIONS AND WARRANTIES: Purchaser hereby represents and warrants that: (a) the trade-in vehicle shall be delivered free and clear from any security interest or other lien or encumbrance of any third person (except as otherwise noted on the title and agreed to in writing by Dealer at the time of the execution of this Order); (b) Purchaser shall promptly deliver to Dealer a valid certificate of title to the trade-in vehicle; (c) Purchaser has full power, right and lawful authority to dispose of the trade-in vehicle; (d) the trade-in vehicle does not have a cracked or defective head, block, power train, or frame (including supportive portion of the anybody); (e) the engine and transmission have not been changed from the manufacturer's original equipment specifications; and (f) while owned by Purchaser, the odometer of the trade-in vehicle has not been replaced, tampered with or otherwise altered in any way and Purchaser has no reason to believe the trade-in vehicle's current odometer reading, as represented on the front side hereof, does not reflect its actual mileage. Purchaser further represents and warrants that Purchaser will use the Vehicle exclusively for a commercial use.

7. FAILURE OR REFUSAL TO ACCEPT DELIVERY: Except as provided in Paragraphs 1 and 5 of this Order, Purchaser may not cancel this Order. In the event that Purchaser fails or refuses to complete the purchase of the Vehicle, Purchaser shall pay Dealer, as liquidated damages and not as a penalty, the greater of the following: (a) twenty-five percent (25%) of the Total Delivered Price of the Vehicle, or (b) the cash deposit set forth on the front of this Order ("Liquidated Damages"). Dealer may apply any cash deposit made by Purchaser towards the Liquidated Damages. Further, in the event Purchaser has delivered to Dealer a trade- in vehicle as part of the consideration for the Vehicle, Dealer is authorized to sell such trade-in vehicle and Dealer may retain the proceeds thereof to satisfy the Liquidated Damages. Purchaser acknowledges that the Liquidated Damages are reasonable in light of the anticipated or actual harm caused by Purchaser's failure to complete the purchase. Purchaser further acknowledges that the Liquidated Damages do not constitute a penalty, but instead represent the parties' best estimate of the resulting damages given that the precise damages of Dealer are difficult to calculate.

8. TAXES: Unless otherwise agreed to in a writing signed by Purchaser and Dealer, Purchaser shall be solely responsible for the payment of all sales, use, consumer and other taxes arising out of this Order mandated by any applicable federal, state and local laws, codes, ordinances, rules and regulations, whether currently in effect, scheduled to go in effect, or subsequently enacted, including but not limited to, any increases in such taxes taking effect after the date of this Order. Purchaser shall be solely responsible for the cost and fees for all licenses, registrations and titles associated with the sale of the Vehicle.

9. FAILURE OR DELAY OF DELIVERY; FORCE MAJEURE: Dealer shall not be liable for failure to deliver or delay in delivery of the Vehicle where such failure to deliver or delay is due, in whole or in part, to any cause other than the gross negligence of Dealer. Further, Dealer will not have any liability for any breach caused by extreme weather or other act of God, strike or other labor shortage or disturbance, fire, accident, war, terrorist act or civil disturbance, delay of carriers, failure of normal sources of supply, act of government or any other cause beyond the reasonable control of Dealer.

10. NOTICES: It shall be a condition precedent to any liability of Dealer, whether in contract, tort, or otherwise, arising out of this Order or any other dealings between the parties that Purchaser provide written notice to Dealer of any claim, controversy, or alleged breach of this Order within ten (10) days of the event or occurrence giving rise to such claim, controversy or alleged breach and that Purchaser provide Dealer within a reasonable opportunity to cure the problems or issues giving rise to such claim, controversy or alleged breach of this Order. Notwithstanding the foregoing, Purchaser must provide Dealer with notice of any claim, controversy, or alleged breach of this Order and demand for arbitration within twelve months of discovery or accrual of the same, whichever occurs first. It is understood and agreed by the parties that the foregoing provision is both a condition precedent to the right to take such action, and a contractual modification to the statute of limitations for all actions, whether in contract, tort or otherwise, and failure to comply with this condition precedent and contractual statute of limitations shall be an absolute bar to recovery for any problems, issues, rights, claims or causes of action not specifically pled within the twelve month period. Whenever this Order requires that notice be provided to the other party, notice shall be deemed to have been validly given (i) if delivered in person to the party entitled to receive such notice, (ii) two (2) days after being sent by registered or certified mail, postage prepaid to the address indicated on the front side of this Order, or (iii) one (1) day after being sent via overnight mail through a respectable overnight delivery company.

11. ARBITRATION: Any controversy or claim arising out of or relating to this Order shall be decided by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, subject to the limitations and restrictions set forth in this Paragraph 11. A demand for arbitration shall be made within a reasonable time after a controversy or claim has arisen and in no event shall be made after the date when institution of legal or equitable proceedings based upon such claim or controversy would be barred by the applicable statute of limitations, subject to the restriction set forth in Paragraph 10. The arbitrator(s) shall have no authority to award punitive or other damages not measured by the prevailing party's actual damages. The parties acknowledge and agree that this Order evidences a transaction involving interstate commerce. Accordingly, the United States Arbitration Act (Title 9 of the United States Code) shall govern the interpretation, enforcement and proceedings pursuant to the arbitration provisions of this Order. The place of arbitration shall be the American Arbitration Association's office closest to the location of Dealer designated on the front side hereof. The parties shall be entitled to discover all documents and information reasonably necessary for a full understanding of any relevant issue raised in the arbitration. Regardless of any term or provision herein to the contrary, claims for contribution or indemnity filed by a party in any lawsuit or action filed or asserted by a third party on account of personal injury or death of any person or damage to property shall not be subject to the terms and provisions of this Paragraph 11. The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

12. EXPENSES AND COSTS: Should Dealer be required to institute any action, including any arbitration proceeding, to enforce any of its rights set forth in this Order, then Dealer shall be entitled to reimbursement from Purchaser for all expenses, including but not limited to, reasonable attorneys' and experts' fees, and costs incurred by Dealer in connection with such action. In the event Purchaser institutes any action, including any arbitration proceeding, against Dealer and in the further event Dealer prevails in such action, Purchaser shall pay Dealer the amount of all expenses, including but not limited to reasonable attorneys' and experts' fees, and costs incurred by Dealer in connection with such action.

13. MISCELLANEOUS: This Order may not be changed, altered or amended in any way except in writing signed by a corporate officer or authorized manager of Dealer and an agent of Purchaser. Purchaser acknowledges and agrees that Purchaser has had an adequate opportunity to review and revise this Order and the Order shall not be construed against or in favor of Purchaser or Dealer. No waiver by either party of a breach or default hereunder will be deemed a waiver by such party of a subsequent breach or default of a like or similar nature. No waiver of any of these terms and conditions or any of the terms and conditions will be effective against Dealer unless it is in writing signed by a corporate officer or authorized manager of Dealer. No course of dealing or performance, usage of trade or failure to enforce any term or condition will be used to modify this Order. If any of these terms or conditions is unenforceable, such term or condition will be limited only to the extent necessary to make it enforceable, and all other terms and conditions will remain in full force and effect. This Order is deemed to have been entered into in the state of the location of Dealer designated on the front side hereof and will governed by the laws of the state of the location of Dealer designated on the front side hereof, without giving effect to the choice of laws provisions thereof. The remedies expressly provided for in these conditions will be in addition to any other remedies that Dealer may have under the Uniform Commercial Code or other applicable law. Purchaser may not assign this Order without the prior written consent of Dealer. These terms and conditions are for the exclusive benefit of Dealer and Purchaser and no other person will have rights hereunder.

Customer Initials _____

359 Court Street
Maryville, TN 37804-5906

Blount County Government

Legislation Details (With Text)

File #:	RES 24-296	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/30/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	

Title: Resolution No. 24-08-005, Budget Increase – Highway Capital - $174,627.45 Appropriate funds to purchase a second skid steer to increase efficiency by avoiding work crews having to wait on equipment. Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: Resolution HWY Capital Skid Steer
Amendment HWY Capital Skid Steer
Memo HWY Capital Skid Steer
Back up Skid Steer Quote

Date	Ver.	Action By	Action	Result
8/6/2024	1	Budget Committee	forwarded to full commission	Pass
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-005, Budget Increase - Highway Capital - $174,627.45 Appropriate funds to purchase a second skid steer to increase efficiency by avoiding work crews having to wait on equipment.

powered by Legistar™

RESOLUTION NO. 24-08-005

SPONSORED BY: Commissioners Mike Caylor, Jared Anderson and Nick Bright

A RESOLUTION TO AMEND BLOUNT COUNTY HIGHWAY DEPARTMENT BUDGET

WHEREAS, Blount County requests to increase the Blount County Highway Budget to purchase a Skid steer for the Highway Department equipment.

WHEREAS, It is deemed to be in the best interest of Blount County, to amend the Blount County Highway Department Budget as requested.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Blount County, Tennessee, assembled in regular session on this 15th day of August, 2024 that the General County Budget shall be amended as follows:

Appropriation:

176-91200-571400 Highway Equipment…….$174,627.45

Revenue:

176-00000-489900 Use of Fund Balance…….$174,627.45

Duly authorized and approved the 15th of August 2024.

CERTIFICATION OF ACTION	**ATTEST**
Commission Chairman	County Clerk
County Mayor	Date

☐ Approved

☐ Vetoed

Blount County Government
Budget Amendment Request

FY 24-25

Department: Highway Department

Account: 176

Type of Amendment: (check one)

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

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

	Account Number	Description	Amount
TO	176-91200-571400	Highway Equipment	174,627.45
		TOTAL	174,627.45

	Account Number	Description	Amount
FROM	176-00000-489900	Use of Fund Balance	174,627.45
		TOTAL	174,627.45

Explanation: To purchase a skidsteer for the Highway Department

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Blount County Government

TO: Blount County Commissioners

FROM: Highway Department

RE: Skid Steer

DATE: July 25, 2024

We are requesting a budget increase of $174,627.45 to be used to purchase a skid steer. A skid steer is a piece of equipment that is needed in many different capacities in different types of situations. Currently, the employees have been broken into crews so that we are as efficient as possible in getting repairs and projects complete. At this time, there is only one skid steer in the fleet of equipment which causes a delay in work sometimes due to the equipment need by two crews. With a second skid steer, it would close the gap of down-time from one crew waiting on the equipment to be available. The goal of this department is to be as efficient and time sensitive on getting the necessary repairs/projects completed quickly.

Jeff Headrick
Blount County Highway Superintendent

Stowers CAT

Date	Proposal ID
07/25/2024	#00021869

Bryan Chamberlain
(865) 250-9141 | bchamberlain@stowerscat.com

Stowers Machinery Corporation
10644 Lexington Dr, Knoxville, TN 37932
www.stowerscat.com

Prepared For

Blount County Government
1227 Mcarthur Rd
Maryville, TN 37804

Machine Configuration

NEW CAT 299D3 XE DM1
CAB WITH AC
110 HP
DEBRIS KIT
WIDE TRACKS
TURBO GUARD
PRECLEANER
REVERSING FAN
ADVANCED DISPLAY WITH BACKUP CAMERA
HEATED AIR RIDE SEAT
RADIO WITH BLUETOOTH
HYDRAULIC QUICK COUPLER

TENNESSEE STATE CONTRACT
SWC225 CONTRACT #: 00000000000000000000072872

Description	List Price	Disc %	Disc $	Amount
299D3XE	$160,767.00	26.50%	-$42,603.25	$118,163.75
80" GRAPPLE BUCKET	$7,583.00	10.00%	-$758.30	$6,824.70
86" TOOTH 4 IN 1 BUCKET	$6,021.00	10.00%	-$602.10	$5,418.90
299 CTL 72 MONTH / 3000 HOUR GOVERNMENT PREMIER WARRANTY	-	-	-	$4,320.00
FREIGHT AND PREP	-	-	-	$950.00
STATE CONTRACT VOLUME DISCOUNT	-	-	-	-$5,500.00

Total: **$130,177.35**
Plus applicable taxes & fees*
+

Optional Items	Investment
HM418 MULCHER	$44,450.10

174,627.45

Important Notes

This unit is subject to prior sale. Otherwise, this offer is valid for 30 days from the date shown above, except by prior agreement. The information shown in this offer is subject to the prices, terms, and governmental regulations in effect at the date of delivery for all machines, parts, and service. Stowers Machinery Corporation reserves the right to correct clerical errors and adjust pricing to account for unscheduled price increases or surcharges assessed by our suppliers. Shipping costs, state and local taxes, and finance fees are not included unless specified.

Legislation Details (With Text)

File #:	RES 24-297	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/30/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	

Title: Resolution No. 24-08-006, Budget Increase - Highway Capital - $155,794.88 (Appropriate funds to purchase a mini excavator for the tiling crews to work in tight areas to reduce the amount of work being done by shovels). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: Resolution HWY Capital Mini Ex
Amendment HWY Capital Mini Ex
Memo HWY Capital Mini Ex
Back up Mini Ex Quote

Date	Ver.	Action By	Action	Result
8/6/2024	1	Budget Committee	forwarded to full commission	Pass
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-006, Budget Increase - Highway Capital - $155,794.88 (Appropriate funds to purchase a mini excavator for the tiling crews to work in tight areas to reduce the amount of work being done by shovels)

RESOLUTION NO. 24-08-006

SPONSORED BY: Commissioners Nick Bright, Jared Anderson and Mike Caylor

A RESOLUTION TO AMEND BLOUNT COUNTY HIGHWAY DEPARTMENT BUDGET

WHEREAS, Blount County requests to increase the Blount County Highway Budget to purchase a mini excavator for the Highway Department equipment.

WHEREAS, It is deemed to be in the best interest of Blount County, to amend the Blount County Highway Department Budget as requested.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Blount County, Tennessee, assembled in regular session on this 15th day of August, 2024 that the General County Budget shall be amended as follows:

Appropriation:

176-91200-571400-00000 Highway Equipment…….$155,794.88

Revenue:

176-00000-489900 Use of Fund Balance…….$155,794.88

Duly authorized and approved the 15th of August 2024.

CERTIFICATION OF ACTION	**ATTEST**
Commission Chairman	County Clerk
County Mayor	Date

☐ Approved

☐ Vetoed

Blount County Government
Budget Amendment Request

FY 24-25

Department: Highway Department

Account: 176

Type of Amendment: (check one)

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

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

	Account Number	Description	Amount
TO	176-91200-571400	Highway Equipment	155,794.88
		TOTAL	155,794.88

	Account Number	Description	Amount
FROM	176-00000-489900	Use of Fund Balance	155,794.88
		TOTAL	155,794.88

Explanation: To purchase a mini excavator for the Highway Department

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Blount County Government

TO: Blount County Commissioners

FROM: Highway Department

RE: Mini Excavator

DATE: July 25, 2024

We are requesting a budget increase of $155,794.88 to be used to purchase a Mini Excavator. This piece of equipment would be very beneficial to our tiling crew to perform their work. There are situations that arise that require work to be done in tight/small area. Currently, the work in this area must be done by shovel which is a slower and manpower heavy. The mini excavator would allow a project to be completed quicker and safer due to not having a person physically digging. By allowing this equipment purchase, the efficiency that our tiling crews can work at would increase. The goal of this department is to be as efficient and time sensitive on getting the necessary repairs/projects completed quickly.

Jeff Headrick
Blount County Highway Superintendent

Stowers CAT

STOWERS MACHINERY CORPORATION

Please remit to:
Stowers Machinery Corp.
PO Box 896453
Charlotte, NC 28258-6453
Phone (865) 546-1414

Visit us on the web at
www.stowerscat.com

SOLD TO

BLOUNT COUNTY GOVERNMENT
1227 MCARTHUR RD
MARYVILLE TN 37804

SHIP TO
CUSTOMER HAUL

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	STORE	DIV.	SALESMAN	TERMS	PAGE
K6251601	07-18-24	071920	.	00	G	017	2	1

AGREEMENT NUMBER	AGMNT. DATE	PC	LC	MC	SHIP VIA	RETURN#	INV. SEQ. NUMBER
K62516	04-15-24			10			588057

MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACH. I.D. NUMBER
AA	309	GG901854		6.0	GG901854

CUSTOMER CONTACT: SEAN
TAX EXEMPTION LICENSE GOV

	EQUIPMENT SALE	
1.0	CAT HYD EXCAAVATOR NEW MODEL 309 ID NO: GG901854 SERIAL NO: GG901854	150016.28
1.0	CAT BUCKET NEW MODEL BU30824 ID NO: CBK20625 SERIAL NO: A4236BK20625	2387.70
1.0	CAT BUCKET NEW MODEL BU30813 ID NO: 8BK22236 SERIAL NO: A4238BK22236	1980.90
1.0	72 MO/3000 HOUR PREMIER WARRANTY (WHICHEVER OCCURS FIRST)	1410.00

ALL INVOICES ARE DUE 30 DAYS FROM THE DATE OF THE INVOICE.
CLAIMS FOR CREDIT OR FOR SHORTAGES MUST BE MADE WITHIN 15 DAYS.
RETURNS SUBJECT TO A HOLDING CHARGE.
NOT RESPONSIBLE FOR DAMAGE/LOSS AFTER DELIVERY TO COMMON CARRIER OR DROP SITE.
Customer Privacy Policy - www.stowerscat.com/privacy

PLEASE PAY THIS AMOUNT ▶	155794.88
AMOUNT CREDITED ▶	

STOWERS MACHINERY CORPORATION, the Seller, expressly disclaims all warranties,either expressed or implied, including any implied warranty of merchantability or fitness for any particular use. The Seller neither assumes nor authorizes any other person to assume for it, any liability in connection with the sale of this item/items. The Seller is not responsible for any consequential damages. Only the Manufacturer's Warranty, if any, applies to this sale transaction.

TSM

359 Court Street
Maryville, TN 37804-5906

Blount County Government

Legislation Details (With Text)

File #:	RES 24-299	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/30/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	

Title: Resolution No. 24-08-007, Budget Increase - Highway - $150,000.00 (Appropriate funds approved during FY25 Budget process to purchase salt and road treatment materials for winter storm preparation). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: Resolution HWY Salt
Amendment HWY Salt
Memo HWY Salt

Date	Ver.	Action By	Action	Result
8/6/2024	1	Budget Committee	forwarded to full commission	Pass
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-007, Budget Increase - Highway - $150,000.00 (Appropriate funds approved during FY25 Budget process to purchase salt and road treatment materials for winter storm preparation)

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RESOLUTION NO. 24-08-007

SPONSORED BY: Commissioners Jared Anderson, Nick Bright and Mike Caylor

A RESOLUTION TO AMEND BLOUNT COUNTY HIGHWAY DEPARTMENT BUDGET

WHEREAS, Blount County requests to increase the Blount County Highway Budget to purchase road treatment materials for winter storm events.

WHEREAS, It is deemed to be in the best interest of Blount County, to amend the Blount County Highway Department Budget as requested.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Blount County, Tennessee, assembled in regular session on this 15th day of August, 2024 that the General County Budget shall be amended as follows:

Appropriation:

131-62000-544400	Salt……$150,000.00

Revenue:

131-00000-489900	Use of Fund Balance……$150,000.00

Duly authorized and approved the 15th of August 2024.

CERTIFICATION OF ACTION

Commission Chairman

County Mayor

- ☐ Approved
- ☐ Vetoed

ATTEST

County Clerk

Date

Blount County Government
Budget Amendment Request

FY 24-25

Department: Highway Department

Account: 131

Type of Amendment: (check one)

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

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

	Account Number	Description	Amount
TO	131-62000-544400	Salt	150,000.00
		TOTAL	150,000.00

	Account Number	Description	Amount
FROM	131-00000-489900	Use of Fund Balance	150,000.00
		TOTAL	150,000.00

Explanation: To purchase road treatment materials for winter events

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Blount County Government

TO: Blount County Commissioners

FROM: Highway Department

RE: Road Treatment Materials

DATE: July 25, 2024

We are requesting a budget increase of $150,000 to be used to purchase road treatment materials for a winter storm event. With the current budget, we are able to purchase enough materials (salt and calcium) for one winter storm event. By funding this request, the Blount County Highway Department would have the means to restock immediately. This would make us ready to handle a second event by being adequately stocked with materials to clear roads as quickly as possible during snow and ice. In these events, safe travel on the roads is a priority and these funds will allow us to be prepared.

Jeff Headrick
Blount County Highway Superintendent

Legislation Details (With Text)

File #:	RES 24-300	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/30/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	

Title: Resolution No. 24-08-008, Budget Increase – Highway Capital - $89,515.00 (Appropriate funds to purchase a Ford F550 (shop truck) to make fleet repairs in the field, reducing the amount of down time on the job site). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: Resolution HWY Capital F550
Amendment HWY Capital F550
Memo HWY Captial F550
Back up Shop Truck Quote

Date	Ver.	Action By	Action	Result
8/6/2024	1	Budget Committee	forwarded to full commission	Pass
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-008, Budget Increase - Highway Capital - $89,515.00 (Appropriate funds to purchase a Ford F550 (shop truck) to make fleet repairs in the field, reducing the amount of down time on the job site)

powered by Legistar™

RESOLUTION NO. 24-08-008

SPONSORED BY: Commissioners Mike Caylor, Nick Bright and Jared Anderson

A RESOLUTION TO AMEND BLOUNT COUNTY HIGHWAY DEPARTMENT BUDGET

WHEREAS, Blount County requests to increase the Blount County Highway Budget to purchase a Ford F550 Truck with equipment for the Highway Department equipment.

WHEREAS, It is deemed to be in the best interest of Blount County, to amend the Blount County Highway Department Budget as requested.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Blount County, Tennessee, assembled in regular session on this 15th day of August, 2024 that the General County Budget shall be amended as follows:

Appropriation:

176-91200-571400 Highway Equipment…….$89,515.00

Revenue:

176-00000-489900 Use of Fund Balance…….$89,515.00

Duly authorized and approved the 15th of August 2024.

CERTIFICATION OF ACTION	**ATTEST**
Commission Chairman	County Clerk
County Mayor	Date

☐ Approved

☐ Vetoed

Blount County Government
Budget Amendment Request

FY 24-25

Department: Highway Department

Account: 176

Type of Amendment: (check one)

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

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

	Account Number	Description	Amount
TO	176-91200-571400	Highway Equipment	89,515.00
		TOTAL	89,515.00

	Account Number	Description	Amount
FROM	176-00000-489900	Use of Fund Balance	89,515.00
		TOTAL	89,515.00

Explanation: To purchase a Ford F550 truck (with equipment) for the Highway Department

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Blount County Government

TO: Blount County Commissioners

FROM: Highway Department

RE: Ford F550 Truck

DATE: July 25, 2024

We are requesting a budget increase of $89,515 to be used to purchase a Ford F550 (Shop Truck). The purchase of this new shop truck would allow the shop employees to make necessary fleet repairs in the field. By having this option, this would make all crews more efficient but the downtime for equipment would be cut considerably. At this time, the piece of equipment has to be transported to the shop building on McArthur Road where the repairs would be made. If the repairs could be made on the jobsite, the equipment could be back in use quicker. This helps with the making the Highway Department as efficient as possible. The goal of this department is to be as efficient and time sensitive on getting the necessary repairs/projects completed quickly. Keeping equipment in working order is a huge part of that and this shop truck would make this possible.

Jeff Headrick
Blount County Highway Superintendent

Ford of Murfreesboro

John Hamby
1550 NW Broad St.
Murfreesboro, TN 37129

SALES QUOTATION

STATE CONTRACT- 000080356

TO:	**(Pricing valid for 2024 models only.)**
	MDL F5H-660A
	BLOUNT COUNTY
	2024 FORD F550 REGULAR CAB 4WD CHASSIS
	WHITE 11 FT SERVICE BODY

F.O.B.
TERMS
DELIVERY
NUMBER

Thank you for your inquiry dated: *August 1, 2024*
We are pleased to quote you the following:

ITEM	QUANTITY		UNIT PRICE	DELIVERY DATE
1	1	2024 FORD F550 REGULAR CAB 4WD CHASSIS	$61,060.00	
2		**6.7 LITER V-8 DIESEL W/ 10 SPEED TRANSMISSION**		
3		**EXTERIOR -- WHITE**		
4		**INTERIOR -- GRAY VINYL**		
5		**OPTIONS LISTED ON WINDOW STICKER**		
6		OPTIONS		
7			**$3,855.00**	
8		**11FT SERVICE BODY, MAXON LIFT GATE, STROBES FRONT AND REAR**		TBD
9		**RECEIVER WITH TRAILER PLUG, REAR CAMERA**	**$24,600.00**	
10		**INTERIOR CABNET LIGHTING**		
11				
12		TOTAL X 1	**$89,515.00**	

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

John Hamby
PER

August 1, 2024
DATE

Prepared by: JOHN HAMBY
08/01/2024

Ford of Murfreesboro | 1550 N.W. Broad St. Murfreesboro Tennessee | 371291709

2024 F-550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H)

Price Level: 430

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F5H	Base Vehicle Price (F5H)	$57,420.00
Packages		
660A	Order Code 660A *Includes:* *- Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road.* *- Tires: 225/70Rx19.5G BSW A/P* *- Wheels: 19.5" x 6" Argent Painted Steel Hub covers/center ornaments not included.* *- HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar.* *- Radio: AM/FM Stereo w/MP3 Player Includes 4 speakers.* *- SYNC 4 Communications & Entertainment System Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink, 1 smart-charging USB port and trailer brake controller.*	N/C
Powertrain		
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20 *Includes Operator Commanded Regeneration (OCR), Diesel Exhaust Fluid (DEF) tank, intelligent oil-life monitor and manual push-button engine-exhaust braking.* *Includes:* *- Dual 68 AH/65 AGM Battery*	$10,495.00
44G	Transmission: TorqShift 10-Speed Automatic *10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road.*	Included
X4L	Limited Slip w/4.30 Axle Ratio	$395.00
68M	GVWR: 19,500 lb Payload Plus Upgrade Package *Includes upgraded frame, rear-axle and low deflection/high capacity rear springs. Increases max RGAWR to 14,706 lbs. Note: See Order Guide Supplemental Reference for further details on GVWR.*	$1,155.00
Wheels & Tires		
TGJ	Tires: 225/70Rx19.5G BSW A/P	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2024 F-550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H)

Price Level: 430

As Configured Vehicle (cont'd)

Code	Description	MSRP
64Z	Wheels: 19.5" x 6" Argent Painted Steel *Hub covers/center ornaments not included.*	Included
512	Spare Tire & Wheel Required in Rhode Island. *Excludes carrier.* *Includes:* *- 6-Ton Hydraulic Jack*	$350.00

Seats & Seat Trim

A	HD Vinyl 40/20/40 Split Bench Seat *Includes center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar.*	Included

Other Options

PAINT	Monotone Paint Application	STD
169WB	169" Wheelbase	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player *Includes 4 speakers.* *Includes:* *- SYNC 4 Communications & Entertainment System* *Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink, 1 smart-charging USB port and trailer brake controller.*	Included
96V	XL Chrome Package *Includes:* *- Chrome Front Bumper* *- Bright Grille* *- Remote Start* *- Halogen Fog Lamps*	$225.00
67H	Heavy-Service Front Suspension Package *Includes pre-selected heavy-service front springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations). Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR). Note 1: May result in a deterioration of ride quality. Note 2: Vehicle ride height will increase with the addition of this package.*	$125.00
535	High Capacity Trailer Tow Package *Includes trailer brake wiring kit. Increases GCW from 32,500 lbs. to 40,000 lbs. Note: Salesperson's Portfolio or Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability. See Supplemental Reference for vehicle height consideration.*	$580.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2024 F-550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H)

Price Level: 430

As Configured Vehicle (cont'd)

Code	Description	MSRP
41H	Engine Block Heater	$190.00
41P	Transfer Case Skid Plates	$100.00
61J	6-Ton Hydraulic Jack	Included
86M	Dual 68 AH/65 AGM Battery	Included
67A	350 Amp Dual Alternators *Includes 190 Amp + 160 Amp.*	N/C
18B	Platform Running Boards	$320.00
59H	Center High-Mounted Stop Lamp (CHMSL)	N/C
153	Front License Plate Bracket Standard in states requiring 2 license plates and optional to all others.	N/C
872	Rear View Camera & Prep Kit *Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.*	$415.00

Fleet Options

WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code. *Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.*	N/C

Emissions

425	50-State Emissions System	STD

Exterior Color

Z1_01	Oxford White	N/C

Interior Color

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2024 F-550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H)

Price Level: 430

As Configured Vehicle (cont'd)

Code	Description	MSRP
AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C
SUBTOTAL		$71,770.00
Destination Charge		$1,995.00
TOTAL		$73,765.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

359 Court Street
Maryville, TN 37804-5906

Blount County Government

Legislation Details (With Text)

File #:	RES 24-303	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/30/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	

Title: Resolution No. 24-08-009, Budget Increase – Highway - $4,078.85 (Appropriate Insurance recovery funds for guardrail repairs following a motor vehicle accident on Peterson Lane). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: Resolution HWY Insurance Recovery
Amendment HWY Insurance Recovery
Memo HWY Insurance Recovery

Date	Ver.	Action By	Action	Result
8/6/2024	1	Budget Committee	forwarded to full commission	Pass
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-010, Budget Increase - Highway - $4,078.85 (Appropriate Insurance recovery funds for guardrail repairs following a motor vehicle accident on Peterson Lane)

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RESOLUTION NO. 24-08-009

SPONSORED BY: Commissioners Nick Bright, Jared Anderson and Mike Caylor

A RESOLUTION TO AMEND BLOUNT COUNTY HIGHWAY DEPARTMENT BUDGET

WHEREAS, Blount County requests to increase the Blount County Highway Budget to appropriate an insurance reimbursement for guardrail damage due to a motor vehicle accident.

WHEREAS, It is deemed to be in the best interest of Blount County, to amend the Blount County Highway Department Budget as requested.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Blount County, Tennessee, assembled in regular session on this 15th day of August, 2024 that the General County Budget shall be amended as follows:

Appropriation:

131-62000-539900 Other Contracted Services……$4,078.85

Revenue:

131-00000-497000 Insurance Recovery.....$4,078.85

Duly authorized and approved the 15th of August 2024.

CERTIFICATION OF ACTION **ATTEST**

Commission Chairman County Clerk

County Mayor Date

☐ Approved

☐ Vetoed

Blount County Government
Budget Amendment Request

FY 24-25

Department: Highway

Account: 131-00000-497000

Type of Amendment: (check one)

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

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

	Account Number	Description	Amount
TO	131-62000-539900	Other Contracted Services	4,078.85
		TOTAL	4,078.85

	Account Number	Description	Amount
FROM	131-00000-497000	Insurance Recovery	4,078.85
		TOTAL	4,078.85

Explanation: Insurance Reimbursement for guardrail repair following MVA on Peterson Lane

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Blount County Government

TO: Blount County Commissioners

FROM: Highway Department

RE: Budget Transfer for Insurance Reimbursement

DATE: July 25, 2024

The requested budget increase of $4,078.85 is to reimburse the Highway Department for guardrail repair following a motor vehicle accident on Peterson Lane. A check in the amount requested has been sent from the driver's insurance company and the Highway Department has received the estimate from TN Guardrail for the same amount. The funds will be paid out to TN Guardrail upon completion of the repair.

Jeff Headrick
Blount County Highway Superintendent

359 Court Street
Maryville, TN 37804-5906

Blount County Government

Legislation Details (With Text)

File #:	RES 24-218	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	6/14/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Resolution No. 24-08-012, A Resolution That Approves an Agreement Term Which Extends Beyond the End of the Fiscal Year with Caremark and EHPC for the Administration of Employee Prescription Benefits.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Resolution 24-08-012 Parmacy Benefit Manager 2025 CBIZ Presentation - PBM Employers Health_CVS Caremark.pdf Prescription Benefit Services Agreement.pdf Minutes of HR Committee 2024-Jul-16 Minutes of Insurance Committee 2024-Jul-16				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		
7/16/2024	1	Human Resources Committee		
7/16/2024	1	Insurance Committee		

Resolution No. 24-08-012, A Resolution That Approves an Agreement Term Which Extends Beyond the End of the Fiscal Year with Caremark and EHPC for the Administration of Employee Prescription Benefits.

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RESOLUTION NO. 24-08-012

SPONSORED BY: Commissioners Jared Anderson, Richard Carver, John Giles, Tom Stinnett, and David Wells

A RESOLUTION THAT APPROVES AN AGREEMENT TERM WHICH EXTENDS BEYOND THE END OF THE FISCAL YEAR WITH CAREMARK AND EHPC FOR THE ADMINISTRATION OF EMPLOYEE PRESCRIPTION BENEFITS

WHEREAS, Blount County, TN ("the County") maintains a self-insured health plan for the medical and prescription medication claims of its employees; and

WHEREAS, Blount County desires to contract for the administration of employee prescription benefits; and

WHEREAS, CBIZ Benefits and Insurance Services of Tennessee ("CBIZ"), the independent health insurance broker retained by the County to obtain and make recommendations regarding benefits, solicited proposals for the aforesaid administrative services; and

WHEREAS, CaremarkPCS Health, LLC ("Caremark"), and Employers Health Purchasing Corporation ("EHPC") is the most competitive option for Blount County, TN; and

WHEREAS, the Board of Commissioners of Blount County, Tennessee, adopted the provisions of Tennessee Code Annotated, § 5-14-101 et. seq., known as the County Purchasing Law of 1957; and

WHEREAS, Tennessee Code Annotated §5-14-108(m)(1) states that the county purchasing agent is authorized to purchase and contract to purchase materials, supplies, equipment, and contractual services on a fiscal year basis, but no commitment shall be made which extends beyond the end of the current fiscal year for which appropriations have been made by the County legislative body, except such commitments as are authorized by resolution of the County legislative body; and

WHEREAS, the Blount County HR and Insurance Committees met on July 16, 2024, reviewed the recommendation from CBIZ, and made a recommendation to approve the agreement with CaremarkPCS Health, LLC and Employers Health Purchasing Corporation.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 15th day of August, 2024 approves the Prescription Benefit Services Agreement with CaremarkPCS Health, LLC and Employers Health Purchasing Corporation for the administration of Blount County's employee prescription benefits effective January 1, 2025; and

BE IT FURTHER RESOLVED that the County Mayor, or his designee, is hereby authorized to execute the Agreement with CaremarkPCS Health, LLC and Employers Health Purchasing Corporation for the administration of Blount County's employee prescription benefits; and

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.

CERTIFICATION OF ACTION

Commission Chairman

County Mayor

☐ Approved
☐ Vetoed

ATTEST

County Clerk

Date

PBM – Employer's Health (CVS Caremark)

- ***NEW Employer's Health is now able to utilize Pay'd Health**
- **Employer's Health – Greater Customer Service / enhanced Rebates on non-Pay'd Health Medications**
- **Expected reduction in spend vs. Magellan- $750k**
  - Inclusive of this projection is Employer's Health Membership fee and the PMPM fee for Pay'd Health to connect to Employer's Health

Exhibit J
FORM OF ADDENDUM

Participating Group Name: Blount County Government

Participating Group Address: 397 Court Street

Maryville, TN 37804

Addendum Effective Date: 1/1/2025

Participating Group Pricing: Tier 3.0.25 Transparent

1. This Addendum ("Addendum") supplements Amended and Restated Prescription Benefit Services Agreement ("Agreement") between CaremarkPCS Health, L.L.C. ("Caremark") and Employers Health Purchasing Corporation ("EHPC") dated as of January 1, 2024. All capitalized terms used in this Addendum shall have the meaning set forth in the Agreement.

2. The undersigned Participating Group ("Participating Group") is a Plan Participant of EHPC. Participating Group has reviewed the Agreement and desires that Caremark provide to it the products and Services described in the Agreement on the terms and conditions set forth in the Agreement and this Addendum. By signing this Addendum, Participating Group agrees to the terms and conditions of the Agreement, as may be amended or restated from time to time, including the Exhibits attached thereto, and this Addendum. Specific Plan and Service elections shall be implemented by Caremark per the Plan Design Documents completed by and between Caremark and Participating Group and/or as otherwise set forth in the Agreement.

3. Modifications to Master Agreement. The parties agree that, as to Participating Group only, the following provisions of the Master Agreement shall be amended and restated as follows:

(i) Section 2 (Participating Group Credits) of Exhibit A (Pricing Terms and Conditions) of the Agreement is hereby amended by the addition of the following:

> "2.19 Caremark agrees to collect from Participating Group and remit to EHPC, on Participating Group's behalf and at Participating Group's directions, $5,000.00 monthly, for prescription drug benefit consulting services provided by CBIZ to Participating Group, which shall constitute and additional discount off the purchase price of drugs dispensed under the Agreement."

(i) Specialty Care-Out section of Exhibit C (Participating Group Specialty Fee Schedule – Exclusive) of the Agreement is hereby amended by the deletion and replacement of the Full Specialty Carve Out table with the following:

Full Specialty Carve Out	$3.46 PMPM

4. This Addendum, together with the Agreement constitutes the entire agreement between the parties with respect to the subject matter herein and supersedes all prior understandings, agreements, contracts or arrangements between the parties, whether oral or written.

[Signature to follow on next page.]

NOT FOR DISTRIBUTION. THE INFORMATION CONTAINED HEREIN IS CONFIDENTIAL, PROPRIETARY AND CONSTITUTES TRADE SECRETS OF CAREMARK.

Blount County Government
Name of Participating Group

By: _____

Name: _____

Title: _____

Date: _____

NOT FOR DISTRIBUTION. THE INFORMATION CONTAINED HEREIN IS CONFIDENTIAL, PROPRIETARY AND CONSTITUTES TRADE SECRETS OF CAREMARK.

Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Draft

Human Resources Committee

Tuesday, July 16, 2024 | **5:00 PM** | **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 871 3283 7740

ROLL CALL.

The Human Resources Committee met on Tuesday, July 16, 2024 at 5:00pm in the Blount County Courthouse of Maryville,TN. Chairperson Anderson called the meeting to order. A roll call was taken with the following present. Chairperson Anderson declared that a quorum did exist.

Present 10 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells

Absent 2 - Sheriff Jim Berrong, and Highway Superintendent Jeff Headrick

A. SETTING OF AGENDA.

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

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

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

C. APPROVAL OF MINUTES.

1. HR Committee Meeting Minutes 11/14/2023

Attachments: Human_Resources_Committee_23-11-14_Meeting_Minutes.pdf

A motion was made by Commissioner Carver, seconded by Mayor Mitchell, to approve the November 14, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

D. REPORTS (INFORMATION ONLY).

1. Fund 264 - Revenue and Expenditures FY 23-24

Attachments: HR_Revenue and Expenditures FY23 24

2. Employee Summary Report - June 2024

Attachments: Employee Summary Report 6/2024

3. Blount County Highway Department's Employee Handbook

Attachments: Memo outlining changes to the BCHD Employee Handbook
BCHD Employee Handbook

4. Blount County Sheriff's Office Employee Policy and Procedure Manual

Attachments: Memo Outlining Changes to the BCSO Employee Policy and Procedure Manual
BCSO Employee Policy and Procedure Manual

5. Blount County Public Library Employee Handbook

Attachments: Memo - No changes to the BCPL Employee Handbook
BCPL Employee Handbook

E. DISCUSSION AND POSSIBLE ACTION.

1. 2025 Pharmacy Benefit Manger (PBM)

Attachments: A DRAFT RESOLUTION APPROVING AN AGREEMENT WITH CVSCAREMARK FOR THE ADMINISTRATION OF EMPLOYEE PRESCRIPTION BENEFITS.doc
CBIZ Presentation - PBM Employers Health CVS Caremark.pdf
Prescription Benefit Services Agreement.pdf

A motion was made by Commissioner Wells, seconded by Mayor Mitchell, to approve the Prescription Benefit Services Agreement with CaremarkPCS Health, LLC and Employers Health Purchasing Corporation and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

2. Medical Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2025.doc
CBIZ Presentation - 2025 Medical Rates.pdf

A motion was made by Commissioner Carver, seconded by Commissioner Giles, to approve the medical premium rate structure for the 2025 plan year and forward the resolution to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

3. Dental Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE DENTAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN EFFECTIVE JANUARY 1, 2025
CBIZ Presentation - 2025 Dental Rates.pdf

A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2025 plan year and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

4. Amendment to the Blount County, TN Employee Handbook

Attachments: A DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK
Exhibit A - BCG Employee Handbook

Memo Outlining Changes to the Blount County Handbook

A motion was made by Commissioner Wells, seconded by Commissioner Carver, to approve the amended Blount County, TN Employee Handbook and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

5. Amendment to the Blount County Compensation Plan

Attachments: A DRAFT RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION POLICY FOR BLOUNT COUNTY, TN.doc
Exhibit A - Blount County Government Compensation Policy

Memo outlining Classification and Compensation Plan Changes

A motion was made by Mayor Mitchell, seconded by Commissioner Carver, to approve the amended Blount County, TN Classification and Compensation Policy and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

F. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements were made.

G. ADJOURNMENT.

The Chairman declared the meeting adjourned.

Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Draft

Insurance Committee

Tuesday, July 16, 2024 | **5:30 PM** | **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 890 5720 2378

ROLL CALL.

The Insurance Committee met on Tuesday, July 16, 2024 at 5:30pm in the Blount County Courthouse of Maryville, TN. Chairman Wells called the meeting to order. A roll call was taken with the following present. Chairman Wells declared that a quorum did exist.

Present 5 - Commissioner Jared Anderson, Commissioner Richard Carver, Commissioner John Giles, Commissioner Tom Stinnett, and Commissioner David Wells

A. SETTING OF AGENDA.

A motion was made by Commissioner Anderson, seconded by Commissioner Giles, to set the agenda as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

B. INPUT ON ITEMS ON THE AGENDA.

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

C. APPROVAL OF MINUTES.

1. Insurance Committee Meeting Minutes 11/14/2023

Attachments: InsMeetingMinutes14-Nov-2023-11-49-54.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the November 14, 2023 Insurance Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

D. DISCUSSION AND POSSIBLE ACTION.

1. 2025 Pharmacy Benefit Manger (PBM)

Attachments: A DRAFT RESOLUTION APPROVING AN AGREEMENT WITH CVSCAREMARK FOR THE ADMINISTRATION OF EMPLOYEE PRESCRIPTION BENEFITS.doc
CBIZ Presentation - PBM Employers Health CVS Caremark.pdf
Prescription Benefit Services Agreement.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the Prescription Benefit Services Agreement with CaremarkPCS Health, LLC and Employers Health Purchasing Corporation and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

2. Medical Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2025.doc
CBIZ Presentation - 2025 Medical Rates.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the medical premium rate structure for the 2025 plan year and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

3. Dental Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE DENTAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN EFFECTIVE JANUARY 1, 2025
CBIZ Presentation - 2025 Dental Rates.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2025 plan year and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

E. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements made.

F. ADJOURNMENT.

The Chairman declared the meeting adjourned.

Legislation Details (With Text)

File #:	RES 24-219	**Version:** 1	**Name:**		
Type:	Resolution		**Status:**	Agenda Ready	
File created:	6/14/2024		**In control:**	Board of Commissioners	
On agenda:	8/15/2024		**Final action:**		
Title:	Resolution No. 24-08-013, A Resolution to Adopt the Medical Premium Rate Structure for Blount County, Tennessee, Effective January 1, 2025.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Resolution 24-08-013 Medical Premium Rates 2025 CBIZ Presentation - 2025 Medical Rates.pdf Minutes of HR Committee 2024-Jul-16 Minutes of Insurance Committee 2024-Jul-16				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		
7/16/2024	1	Human Resources Committee		
7/16/2024	1	Insurance Committee		

Resolution No. 24-08-013, A Resolution to Adopt the Medical Premium Rate Structure for Blount County, Tennessee, Effective January 1, 2025.

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RESOLUTION NO. 24-08-013

SPONSORED BY: Commissioners Jared Anderson, Richard Carver, John Giles, Tom Stinnett, and David Wells

A RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN EFFECTIVE JANUARY 1, 2025

WHEREAS, Blount County, TN (the "County") provides full-time employees and their dependents access to medical insurance benefits; and

WHEREAS, the County's self-funded medical plan has a need for a premium rate structure to be adopted each plan year; and

WHEREAS, after careful consideration of the fiscal impact to the County and its employees, the Board of County Commissioners recommends a one (1) percent premium rate increase for 2025. The monthly 2025 premium rate structure for the medical plan designs are as follows:

Plan	**Plan 1-PPO**	**Plan 2-PPO**	**Plan 3-CDHP/HSA**
Employee Only	761	701	663
Employee + Spouse	1,745	1,609	1,522
Employee + Child(ren)	1,716	1,583	1,496
Family	1,773	1,635	1,549

**Fiscal note: Sufficient funds have been included in the approved 2025 budget; and*

WHEREAS, the Blount County Board of Commissioners adopted Resolution No. 19-08-013 on August 15th, 2019, setting forth the health premium contribution strategy (Employer 85%, Employee 15%); and,

WHEREAS, the employer premium will be budgeted for every eligible employee who elects coverage and shall be applied to Plan 2, creating neutral costs for Blount County regardless of plan selection; and,

WHEREAS, on the 16th day of July, 2024, the Blount County Human Resources Committee and Insurance Committee took action to recommend approval of the medical premium rates to the Blount County Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 15th day of August, 2024, that the recommendation to adopt the 2025 medical premium rate structure for Blount County, TN, as listed above, is hereby approved; and

BE IT FURTHER RESOLVED that the medical plans are approved with a 3% actuarial variance should the State of Tennessee not deem these plans comparable to the Partnership plans; and

BE IT FURTHER RESOLVED that if the plan does not meet the State of Tennessee standard by less than a 3% actuarial variance, the Director of Human Resources shall make the changes necessary to meet the standard.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.

CERTIFICATION OF ACTION **ATTEST**

Commission Chairman County Clerk

County Mayor Date

☐ Approved
☐ Vetoed

MEDICAL - VENDOR RECAP

- **Recommended change back to Employer's Health / CVS Caremark PBM**
- **No change to benefit design recommended for Gold or Silver Plan**
- **Bronze Plan – Adjust deductible/out of pocket maximum to $3,300 Individual / $6,600 Family to remain H.S.A. compliant** *(required change for 1/1/25)*

- **Medical Carrier – Allegiance**
  - Rate guarantee ending 12/31/2025
  - Admin Fee
    - Current 2024 - $18.35 PEPM
    - Renewal 2025 - $18.35 PEPM
  - Network Access Fee
    - Current 2024 - $7.04 PEPM
    - Renewal 2025 - $7.04 PEPM

MEDICAL - VENDOR RECAP *(continued)*

- **Care Advocacy – Quantum**
  - No change to Admin Fee for 1/1/25
    - *2 year agreement, ending 12/31/26*

MEDICAL – TOTAL FUNDING RATES

2024	Gold	Silver	Bronze
Employee Only	$753	$694	$656
Employee + Spouse	$1,727	$1,593	$1,506
Employee + Child(ren)	$1,699	$1,568	$1,482
Family	$1,755	$1,619	$1,533

*Recommendation

2025	Gold	Silver	Bronze
Employee Only	$761	$701	$663
Employee + Spouse	$1,745	$1,609	$1,522
Employee + Child(ren)	$1,716	$1,583	$1,496
Family	$1,773	$1,635	$1,549

MEDICAL – BLOUNT COUNTY PORTION

2024	Gold	Silver	Bronze
Employee Only	$590	$590	$590
Employee + Spouse	$1,354	$1,354	$1,354
Employee + Child(ren)	$1,333	$1,333	$1,333
Family	$1,377	$1,377	$1,377

2025	Gold	Silver	Bronze
Employee Only	$596	$596	$596
Employee + Spouse	$1,368	$1,368	$1,368
Employee + Child(ren)	$1,346	$1,346	$1,346
Family	$1,391	$1,391	$1,391

MEDICAL – EMPLOYEE PORTION

2024	Gold	Silver	Bronze
Employee Only	$163	$104	$66
Employee + Spouse	$373	$239	$152
Employee + Child(ren)	$366	$235	$149
Family	$378	$242	$156

*Recommendation

2025	Gold	Silver	Bronze
Employee Only	$165	$105	$67
Employee + Spouse	$377	$241	$154
Employee + Child(ren)	$370	$237	$150
Family	$382	$244	$158

Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Draft

Human Resources Committee

Tuesday, July 16, 2024 | **5:00 PM** | **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 871 3283 7740

ROLL CALL.

The Human Resources Committee met on Tuesday, July 16, 2024 at 5:00pm in the Blount County Courthouse of Maryville,TN. Chairperson Anderson called the meeting to order. A roll call was taken with the following present. Chairperson Anderson declared that a quorum did exist.

Present 10 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells

Absent 2 - Sheriff Jim Berrong, and Highway Superintendent Jeff Headrick

A. SETTING OF AGENDA.

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

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

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

C. APPROVAL OF MINUTES.

1. HR Committee Meeting Minutes 11/14/2023

Attachments: Human_Resources_Committee_23-11-14_Meeting_Minutes.pdf

A motion was made by Commissioner Carver, seconded by Mayor Mitchell, to approve the November 14, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

D. REPORTS (INFORMATION ONLY).

1. Fund 264 - Revenue and Expenditures FY 23-24

Attachments: HR_Revenue and Expenditures FY23 24

2. Employee Summary Report - June 2024

Attachments: Employee Summary Report 6/2024

3. Blount County Highway Department's Employee Handbook

Attachments: Memo outlining changes to the BCHD Employee Handbook
BCHD Employee Handbook

4. Blount County Sheriff's Office Employee Policy and Procedure Manual

Attachments: Memo Outlining Changes to the BCSO Employee Policy and Procedure Manual
BCSO Employee Policy and Procedure Manual

5. Blount County Public Library Employee Handbook

Attachments: Memo - No changes to the BCPL Employee Handbook
BCPL Employee Handbook

E. DISCUSSION AND POSSIBLE ACTION.

1. 2025 Pharmacy Benefit Manger (PBM)

Attachments: A DRAFT RESOLUTION APPROVING AN AGREEMENT WITH CVSCAREMARK FOR THE ADMINISTRATION OF EMPLOYEE PRESCRIPTION BENEFITS.doc
CBIZ Presentation - PBM Employers Health CVS Caremark.pdf
Prescription Benefit Services Agreement.pdf

A motion was made by Commissioner Wells, seconded by Mayor Mitchell, to approve the Prescription Benefit Services Agreement with CaremarkPCS Health, LLC and Employers Health Purchasing Corporation and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

2. Medical Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2025.doc
CBIZ Presentation - 2025 Medical Rates.pdf

A motion was made by Commissioner Carver, seconded by Commissioner Giles, to approve the medical premium rate structure for the 2025 plan year and forward the resolution to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

3. Dental Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE DENTAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN EFFECTIVE JANUARY 1, 2025
CBIZ Presentation - 2025 Dental Rates.pdf

A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2025 plan year and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

4. Amendment to the Blount County, TN Employee Handbook

Attachments: A DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK
Exhibit A - BCG Employee Handbook

Memo Outlining Changes to the Blount County Handbook

A motion was made by Commissioner Wells, seconded by Commissioner Carver, to approve the amended Blount County, TN Employee Handbook and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

5. Amendment to the Blount County Compensation Plan

Attachments: A DRAFT RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION POLICY FOR BLOUNT COUNTY, TN.doc
Exhibit A - Blount County Government Compensation Policy

Memo outlining Classification and Compensation Plan Changes

A motion was made by Mayor Mitchell, seconded by Commissioner Carver, to approve the amended Blount County, TN Classification and Compensation Policy and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

F. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements were made.

G. ADJOURNMENT.

The Chairman declared the meeting adjourned.

Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Draft

Insurance Committee

Tuesday, July 16, 2024 | **5:30 PM** | **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 890 5720 2378

ROLL CALL.

The Insurance Committee met on Tuesday, July 16, 2024 at 5:30pm in the Blount County Courthouse of Maryville, TN. Chairman Wells called the meeting to order. A roll call was taken with the following present. Chairman Wells declared that a quorum did exist.

Present 5 - Commissioner Jared Anderson, Commissioner Richard Carver, Commissioner John Giles, Commissioner Tom Stinnett, and Commissioner David Wells

A. SETTING OF AGENDA.

A motion was made by Commissioner Anderson, seconded by Commissioner Giles, to set the agenda as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

B. INPUT ON ITEMS ON THE AGENDA.

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

C. APPROVAL OF MINUTES.

1. Insurance Committee Meeting Minutes 11/14/2023

Attachments: InsMeetingMinutes14-Nov-2023-11-49-54.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the November 14, 2023 Insurance Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

D. DISCUSSION AND POSSIBLE ACTION.

1. 2025 Pharmacy Benefit Manger (PBM)

Attachments: A DRAFT RESOLUTION APPROVING AN AGREEMENT WITH CVSCAREMARK FOR THE ADMINISTRATION OF EMPLOYEE PRESCRIPTION BENEFITS.doc
CBIZ Presentation - PBM Employers Health CVS Caremark.pdf
Prescription Benefit Services Agreement.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the Prescription Benefit Services Agreement with CaremarkPCS Health, LLC and Employers Health Purchasing Corporation and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

2. Medical Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2025.doc
CBIZ Presentation - 2025 Medical Rates.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the medical premium rate structure for the 2025 plan year and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

3. Dental Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE DENTAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN EFFECTIVE JANUARY 1, 2025
CBIZ Presentation - 2025 Dental Rates.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2025 plan year and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

E. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements made.

F. ADJOURNMENT.

The Chairman declared the meeting adjourned.

Legislation Details (With Text)

File #:	RES 24-220	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	6/14/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Resolution No. 24-08-014, A Resolution to Adopt the Dental Premium Rate Structure for Blount County, Tennessee, Effective January 1, 2025.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Resolution 24-08-014 Dental Premium Rates 2025 CBIZ Presentation - 2025 Dental Rates.pdf Minutes of HR Committee 2024-Jul-16 Minutes of Insurance Committee 2024-Jul-16				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		
7/16/2024	1	Human Resources Committee		
7/16/2024	1	Insurance Committee		

Resolution No. 24-08-014, A Resolution to Adopt the Dental Premium Rate Structure for Blount County, Tennessee, Effective January 1, 2025.

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RESOLUTION NO. 24-08-014

SPONSORED BY: Commissioners Jared Anderson, Richard Carver, John Giles, Tom Stinnett, and David Wells

A RESOLUTION TO ADOPT THE DENTAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN EFFECTIVE JANUARY 1, 2025

WHEREAS, Blount County, TN (the "County") seeks to provide the most cost efficient and effective dental insurance benefits for all full-time employees and their families; and

WHEREAS, the County's self-funded dental plan has a need for a premium rate structure to be adopted each plan year; and

WHEREAS, the Board of County Commissioners approved Resolution No. 21-08-013 authorizing Delta Dental to administer the County's self-funded dental plan; and

WHEREAS, after careful consideration of the fiscal impact to the County and its employees, the Board of County Commissioners deems a two (2) percent premium rate increase necessary to preserve the financial sustainability of the County's self-insured plan. The monthly cost of the insurance for the 2025 plan year is as follows:

	Employer Premium	**Employee Premium**	**Total Premium**
Employee Only	23.54	5.89	29.43
Employee + Family	23.54	69.11	92.65

**Fiscal note: Sufficient funds have been included in the approved 2025 budget; and*

WHEREAS, if both spouses work within the County, the maximum employee premium to be paid will be the family premium. The employer premium will be budgeted for every eligible employee who elects coverage; and

WHEREAS, on the 16th day of July, 2024, the Blount County Human Resources Committee and Insurance Committee took action to recommend approval of the dental premium rates to the Blount County Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 15th day of August, 2024, that the recommendation to adopt the 2025 dental premium rate structure for Blount County, TN, as listed above, is hereby approved;

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.

CERTIFICATION OF ACTION **ATTEST**

Commission Chairman County Clerk

County Mayor Date

☐ Approved
☐ Vetoed

DENTAL - VENDOR RECAP

- **No changes to benefit design or carrier recommended**

- **Dental Carrier – Delta Dental of TN**
  - No change to Admin fee for 1/1/2025
  - Admin Fee
    - Current 2024 - $5.11 PEPM
    - Renewal 2025 - $5.11 PEPM
      - 2 year rate guarantee (2024 and 2025)

DENTAL – RATES / PREMIUMS

2024	Total Rate	Blount County Portion	Employee Portion
Employee Only	$28.85	$23.35	$5.50
Family	$90.83	$23.35	$67.48

*Recommendation

2025	Total Rate	Blount County Portion	Employee Portion
Employee Only	$29.43	$23.54	$5.89
Family	$92.65	$23.54	$69.11

Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Draft

Human Resources Committee

Tuesday, July 16, 2024 | **5:00 PM** | **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 871 3283 7740

ROLL CALL.

The Human Resources Committee met on Tuesday, July 16, 2024 at 5:00pm in the Blount County Courthouse of Maryville,TN. Chairperson Anderson called the meeting to order. A roll call was taken with the following present. Chairperson Anderson declared that a quorum did exist.

Present 10 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells

Absent 2 - Sheriff Jim Berrong, and Highway Superintendent Jeff Headrick

A. SETTING OF AGENDA.

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

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

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

C. APPROVAL OF MINUTES.

1. HR Committee Meeting Minutes 11/14/2023

Attachments: Human_Resources_Committee_23-11-14_Meeting_Minutes.pdf

A motion was made by Commissioner Carver, seconded by Mayor Mitchell, to approve the November 14, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

D. REPORTS (INFORMATION ONLY).

1. Fund 264 - Revenue and Expenditures FY 23-24

Attachments: HR_Revenue and Expenditures FY23 24

2. Employee Summary Report - June 2024

Attachments: Employee Summary Report 6/2024

3. Blount County Highway Department's Employee Handbook

Attachments: Memo outlining changes to the BCHD Employee Handbook
BCHD Employee Handbook

4. Blount County Sheriff's Office Employee Policy and Procedure Manual

Attachments: Memo Outlining Changes to the BCSO Employee Policy and Procedure Manual
BCSO Employee Policy and Procedure Manual

5. Blount County Public Library Employee Handbook

Attachments: Memo - No changes to the BCPL Employee Handbook
BCPL Employee Handbook

E. DISCUSSION AND POSSIBLE ACTION.

1. 2025 Pharmacy Benefit Manger (PBM)

Attachments: A DRAFT RESOLUTION APPROVING AN AGREEMENT WITH CVSCAREMARK FOR THE ADMINISTRATION OF EMPLOYEE PRESCRIPTION BENEFITS.doc
CBIZ Presentation - PBM Employers Health CVS Caremark.pdf
Prescription Benefit Services Agreement.pdf

A motion was made by Commissioner Wells, seconded by Mayor Mitchell, to approve the Prescription Benefit Services Agreement with CaremarkPCS Health, LLC and Employers Health Purchasing Corporation and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

2. Medical Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2025.doc
CBIZ Presentation - 2025 Medical Rates.pdf

A motion was made by Commissioner Carver, seconded by Commissioner Giles, to approve the medical premium rate structure for the 2025 plan year and forward the resolution to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

3. Dental Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE DENTAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN EFFECTIVE JANUARY 1, 2025
CBIZ Presentation - 2025 Dental Rates.pdf

A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2025 plan year and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

4. Amendment to the Blount County, TN Employee Handbook

Attachments: A DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK
Exhibit A - BCG Employee Handbook

Memo Outlining Changes to the Blount County Handbook

A motion was made by Commissioner Wells, seconded by Commissioner Carver, to approve the amended Blount County, TN Employee Handbook and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

5. Amendment to the Blount County Compensation Plan

Attachments: A DRAFT RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION POLICY FOR BLOUNT COUNTY, TN.doc
Exhibit A - Blount County Government Compensation Policy

Memo outlining Classification and Compensation Plan Changes

A motion was made by Mayor Mitchell, seconded by Commissioner Carver, to approve the amended Blount County, TN Classification and Compensation Policy and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

F. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements were made.

G. ADJOURNMENT.

The Chairman declared the meeting adjourned.

Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Draft

Insurance Committee

Tuesday, July 16, 2024 | **5:30 PM** | **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 890 5720 2378

ROLL CALL.

The Insurance Committee met on Tuesday, July 16, 2024 at 5:30pm in the Blount County Courthouse of Maryville, TN. Chairman Wells called the meeting to order. A roll call was taken with the following present. Chairman Wells declared that a quorum did exist.

Present 5 - Commissioner Jared Anderson, Commissioner Richard Carver, Commissioner John Giles, Commissioner Tom Stinnett, and Commissioner David Wells

A. SETTING OF AGENDA.

A motion was made by Commissioner Anderson, seconded by Commissioner Giles, to set the agenda as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

B. INPUT ON ITEMS ON THE AGENDA.

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

C. APPROVAL OF MINUTES.

1. Insurance Committee Meeting Minutes 11/14/2023

Attachments: InsMeetingMinutes14-Nov-2023-11-49-54.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the November 14, 2023 Insurance Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

D. DISCUSSION AND POSSIBLE ACTION.

1. 2025 Pharmacy Benefit Manger (PBM)

Attachments: A DRAFT RESOLUTION APPROVING AN AGREEMENT WITH CVSCAREMARK FOR THE ADMINISTRATION OF EMPLOYEE PRESCRIPTION BENEFITS.doc
CBIZ Presentation - PBM Employers Health CVS Caremark.pdf
Prescription Benefit Services Agreement.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the Prescription Benefit Services Agreement with CaremarkPCS Health, LLC and Employers Health Purchasing Corporation and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

2. Medical Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2025.doc
CBIZ Presentation - 2025 Medical Rates.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the medical premium rate structure for the 2025 plan year and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

3. Dental Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE DENTAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN EFFECTIVE JANUARY 1, 2025
CBIZ Presentation - 2025 Dental Rates.pdf

A motion was made by Commissioner Anderson, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2025 plan year and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 5 - Anderson, Carver, Giles, Stinnett, and Wells

No: 0

Abstain: 0

E. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements made.

F. ADJOURNMENT.

The Chairman declared the meeting adjourned.

Legislation Details (With Text)

File #:	RES 24-221	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	6/14/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Resolution No. 24-08-015, A Resolution Amending the Blount County, Tennessee, Employee Handbook of Policies and Work Rules.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Resolution 24-08-015 Amendment to Employee Handbook Exhibit A - BCG Employee Handbook Memo Outlining Changes to the Blount County Handbook Minutes of HR Committee 2024-Jul-16				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		
7/16/2024	1	Human Resources Committee		

Resolution No. 24-08-015, A Resolution Amending the Blount County, Tennessee, Employee Handbook of Policies and Work Rules.

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RESOLUTION NO. 24-08-015

SPONSORED BY: Commissioners Jared Anderson, Richard Carver, John Giles, Tom Stinnett, and David Wells

A RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK OF POLICIES AND WORK RULES

WHEREAS, on the 17th day of August, 2023, the Blount County Board of Commissioners adopted Resolution 23-08-014, setting forth the base personnel policies and work rules ("Employee Handbook") in current force and effect for Blount County, TN (the "County") employees; and

WHEREAS, it is the purpose of the Employee Handbook to establish and maintain a uniform system of managing personnel matters; and to provide for the standards, terms, and conditions of employment with the County in a clear and comprehensive fashion; and

WHEREAS, the County has determined that certain revisions and updates to the Employee Handbook are needed, such revisions and updates are now incorporated into the Employee Handbook attached hereto as Exhibit A; and

WHEREAS, this Employee Handbook supersedes all prior versions, and the contents are subject to change at any time. This Employee Handbook is presented for informational purposes only and is not intended to create a contract or agreement nor does it preclude the County Mayor and departments from establishing additional procedures or guidelines specific to their needs and supplement this Employee Handbook; and

WHEREAS, TCA § 5-23-103 states all base personnel policies adopted by the County legislative body shall be filed annually on or before November 30th each year.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 15th day of August 2024, approves this Resolution, and authorizes the adoption of the Blount County Employee Handbook, attached hereto as Exhibit A, as the County's personnel policies and shall be applicable to all employees unless preempted by state or federal law; and

BE IT FURTHER RESOLVED that this Resolution is effective immediately upon passage, and this version of the Employee Handbook supersedes all previous versions.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.

CERTIFICATION OF ACTION

Commission Chairman

County Mayor

- ☐ Approved
- ☐ Vetoed

ATTEST

County Clerk

Date

Blount County Government Employee Handbook



Blount County Government
Maryville, TN

Original Policy & Procedure Handbook Adopted: January 1996
Modification: Adopted 02/20/97 Effective 03/13/97
Modification: Adopted 04/17/97 Effective 05/08/97
Revision Date: March 2000
Revision Date: April 30, 2010
Update Adopted April 18, 2013
Revision Date: November 17, 2016
Revision Date: May 17, 2018
Revision Date: May 21, 2020
Revision Date: August 19, 2021
Revision Date: August 18, 2022
Revision Date: August 17, 2023

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Introduction

We are pleased to introduce the revised Blount County employee handbook. This handbook has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibilities, and employee rights. This handbook is intended to be useful for all Blount County employees.

Blount County is committed to providing a quality workplace for employees. It is our goal to:

- Provide management that is skilled, fair, and concerned about the welfare of our employees.
- Equitably compensate each employee in accordance with our classification and compensation plan.
- Fill vacancies or new positions, where appropriate, by transfer or promotion from within the County.
- Discuss willingly and frankly any problems, complaints, or questions regarding County personnel policies.
- Keep employees informed of any changes that may affect them or their families.

This handbook revokes and supersedes all prior handbooks, amendments, and any policy or communication related to the employee handbook.

This handbook was developed to provide general guidelines regarding Blount County Government's policies and procedures for employees; however, this document does not contain promises to any employee regarding solutions to any particular situation. This document is a guide to assist employees in becoming familiar with the benefits and obligations of employment, including our policy of at-will employment. None of the guidelines in this handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or any specific type of work. These guidelines are subject to modification, amendment, or revocation by Blount County Government at any time, without advance notice.

It is the intention of Blount County Government to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State or Federal law will be changed to ensure compliance with the law.

Amendments to the handbook may be made periodically and communicated to all Blount County employees.

All questions pertaining to information found in this handbook should be referred to the Human Resources Department.

Policies for Employees of Elected Officials

Elected Officials have the jurisdiction to create, maintain, and administer additional personnel policies and procedures. In these instances, Elected Officials will provide the additional policies for their employees as required by T.C.A 5-23-103.

State and Federal Policies

Equal Employment Opportunity

Blount County maintains an equal employment opportunity policy and does not discriminate in hiring practices or terms and conditions of employment. All applicants and employees receive equal employment opportunities and all personnel decisions, actions, and conditions affecting employees, including, but not limited to hiring, assignment, transfer, promotion, and compensation, will be governed by the principles of equal opportunity.

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or discipline because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age, disability, veteran status, or any other category protected by law, shall be prohibited. The Human Resources Director has been designated as the Equal Employment Opportunity (EEO) Officer for Blount County. The EEO Officer has overall responsibility for the implementation and monitoring of the County's Equal Employment Policy.

No Harassment

The County does not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race, color, sex (including same sex, sexual identity, or orientation), religion, age, national origin, handicap or disability, citizenship status, veteran status, political affiliation, retaliation for protected activity, or any other protected activity or category is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy may result in disciplinary action, up to and including immediate termination.

Employees with questions regarding what constitutes harassing behavior or what conduct is prohibited by this policy may discuss the questions with immediate supervisors. At a minimum, the term "harassment" as used in this policy includes:

•Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category;

•Offensive pictures, drawings, photographs, or other graphic conduct or communications, including e-mail, faxes, and copies pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category;

•Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved;

•Offensive physical conduct, including touching, regardless of the gender of the individuals involved;

•Threatening an employee for refusing to respond to requests for sexual favors, for reporting a violation of this policy, or for participating in an investigation conducted under this policy.

Supervisors and managers are subject to this policy and are prohibited from engaging in any form of harassing conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering (or refusing to enter) a personal relationship with the supervisor or manager. Such conduct is a direct violation of this policy.

Harassment of our employees in connection with their work by non-employees also may be a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to a member of management or the Human Resources Department.

Employees who believe that the No Harassment policy has been violated should promptly report the matter to their immediate supervisor, Department Head, or the Human Resources Department. Any actions believed to violate the No Harassment policy, no matter how slight the action may seem, should be reported.

Reported incidents will be investigated. Where appropriate, prompt disciplinary action, up to and including immediate termination, will be taken. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy, to the extent possible consistent with our investigation and applicable law.

Employees will not be penalized or retaliated against for reporting improper conduct, harassment, or other actions that are believed to violate this policy.

Blount County Government is serious about enforcing the No Harassment policy. Potential policy violations cannot be resolved unless reported. Employees are responsible for bringing concerns regarding possible policy violations to the attention of supervisors, managers, Department Heads, or the Human Resources Department so that appropriate action may be taken to address the concern.

Americans with Disabilities Act of 1990

It is the policy of Blount County Government that qualified individuals with disabilities will not be excluded from participation in or benefit from services, programs, or activities of the County. Blount County Government will not discriminate against a qualified individual with a disability in: the job application processes; the hiring, advancement, or termination of employment; employee compensation; job training; and other terms, conditions and privileges of employment. It is the intent of Blount County Government to comply with all applicable requirements of the Americans with Disabilities Act (ADA).

Reasonable Accommodations/Modified Job Duties

Blount County Government will reasonably accommodate persons with a disability. Such reasonable accommodations may include making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules, modifying equipment, or other similar accommodations. To assist employees who are or become disabled and those employees who suffer on-the-job injuries, Blount County Government will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Consistent with this policy, Blount County Government may modify job duties to comply with medical requirements or restrictions. Other

accommodations, such as a transfer to a vacant position for which the employee is qualified, may be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations which Blount County Government can reasonably make. When an accommodation would cause an "undue hardship" to the County or its employees, or that may threaten the safety of the requestor or others, the County would be unable to make that particular accommodation. Similarly, where placing an individual in a position, with or without accommodation, would create a direct threat to the employee or others, the County may be unable to place the employee in that particular position.

The Human Resources Department will engage in an interactive process with the supervisor and the requestor to determine if the workplace modification/accommodation will be granted or if an alternative modification/accommodation is appropriate.

Title VI of the Civil Rights Act of 1964

Blount County Government ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, or national origin.
Blount County Government also ensures compliance with Federal laws particularly applicable to language access included in Title VI of the Civil Rights Act of 1964, and the Title VI regulations, prohibiting discrimination based on national origin, and Executive Order 13166 issued in 2000 which applies to individuals who do not speak English, also referred to as limited English proficiency or LEP, as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled language assistance with respect to a particular type or service, benefit, or encounter. Many individual federal programs, states, and localities also have provisions requiring language services for LEP individuals. An Executive Order is an order given by the President to federal agencies. The LEP Executive Order (Executive Order 13166) states that people who are LEP should have meaningful access to federally conducted and federally funded programs and activities.
Executive Order 13166 requires all agencies that provide federal financial assistance to issue guidance on how recipients of that assistance can take reasonable steps to provide meaningful access consistent with Title VI and the Title VI regulations.

To report any complaints or to receive additional information about Title VI, contact the Title VI Coordinator, Misty Guge, at 865-273-5780 or via email at mguge@blounttn.org.

HIPAA (Health Insurance Portability and Accountability Act)

Blount County Government complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and follows guidelines involving the protected health information of employees and dependents.

Grievance Procedures Pertaining to State and Federal Policies

Equal Employment Opportunity Grievances

Any employee who has a concern regarding discrimination should utilize the following procedure:

1. Employees unable to resolve matter(s) with supervisors, or employees who are uncomfortable addressing matter(s) with supervisors for any reason, should bring the concern to the attention of the Department Head. If the matter(s) is not resolved, address the situation with the Human Resources Director.

2. Employees unable to resolve matter(s) with supervisors, or employees who are uncomfortable addressing the matter with supervisors for any reason, should bring the concern to the attention of the Human Resources Director.

3. Issues may be resolved via a meeting with the Human Resources Director. Where an investigation is in order, one will be conducted. Employees will be advised of the results and proposed solution. The complaint, investigation and findings will become part of the investigation record, which will be maintained separately from personnel files.

4. Employees who are dissatisfied with the results or proposed solution via meeting with the Human Resources Director may request a meeting with the appropriate Department Head/Elected Official. The decision of the Elected Official will be final.

No employee will be retaliated against for using this procedure to bring a good faith concern to the attention of management. Of course, intentionally making a false complaint or otherwise misusing this procedure can subject the offender to discipline.

Harassment Reporting

Employees who believe that the No Harassment policy has been violated should promptly report the matter in writing to their immediate supervisor. If the matter involves supervisors or managers, immediately contact the Human Resources Director via email at jjohnson@blounttn.org. Incidents previously reported and not addressed satisfactorily, should be reported to the Human Resources Director or the Department Head, in writing. Any actions believed to violate the No Harassment policy, no matter how slight the action may seem, should be reported.

Reported incidents will be investigated. Where appropriate, prompt disciplinary action, up to and including immediate termination, will be taken. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy, to the extent possible consistent with our investigation and applicable law.

Americans with Disabilities Request for Accommodations

Requests for reasonable accommodations due to a disability or on-the-job injury must be submitted in writing to the Human Resources Department. Requests for accommodations must be accompanied by the Request for Reasonable Accommodations form. Human Resources will contact employees

requesting accommodations to discuss and investigate requests. Blount County Government will attempt, to the extent possible, to reasonably accommodate requests for accommodations.

Title VI Complaints

Blount County Government ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, or national origin.
Blount County Government also ensures compliance with Federal laws particularly applicable to language access included in Title VI of the Civil Rights Act of 1964, and the Title VI regulations, prohibiting discrimination based on national origin, and Executive Order 13166 issued in 2000 which applies to individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Any individual, group of individuals, or entity believing that discrimination prohibited by Title VI non-discrimination provisions may file a written complaint with Blount County Government's Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:

1. Complaint shall be in writing and signed by the complainant(s). Complaints must be submitted via email to the Title VI Coordinator, Misty Guge, HR Specialist, at mguge@blounttn.org.

2. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination or the date on which the conduct was discontinued or the latest instance of the conduct).

3. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the incident.

4. Allegations received by email and/or fax will be acknowledged and processed once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. The complainant is required to mail a signed original of the fax or email transmittal for Blount County to process.

5. Allegations received by telephone will be reduced to writing and provided to the complainant(s) for confirmation or revision before processing.

6. A complaint form will be forwarded to the complainant(s) to complete, sign, and return to Blount County Government for processing.

Upon receipt of the complaint, the Title VI Coordinator will determine the acceptability of the complaint and the need, if any, for additional information as well as investigate the merit of the complaint.

To be accepted the complaint must meet the following criteria:

1. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.

2. The allegation(s) must involve a covered basis such as race, color, sex or national origin.

3. The allegation(s) must involve a program or activity of Blount County Government.

A complaint may be dismissed for the following reasons:

1. The complainant requests withdrawal of the complaint.

2. The complainant fails to respond to repeated requests for additional information needed to process the complaint.

3. The complainant cannot be located after reasonable attempts.

After the complaint is accepted for investigation, the complainant and the respondent will be notified in writing of such determination within seven (7) calendar days.

Respondents will have the opportunity to respond to the allegations in writing within ten (10) calendar days of the date or written notice of acceptance of the complaint.

A final investigative report and a copy of the complaint will be held on file by the Title VI Coordinator. Complaints will be provided to the appropriate agency, if any.

All parties involved will be notified in writing of the results of the investigation upon its completion.

If the complainant is not satisfied with the results of the investigation, an appeal may be filed with the Title VI Coordinator, in writing, within ten (10) calendar days of receipt of the final decision. Complaints must be submitted via email to the Title VI Coordinator, Misty Guge, HR Specialist, at mguge@blounttn.org.

Limited English Proficiency Plan

For compliance with Title VI, offering the same services to persons with limited English proficiency is required. To ensure that Blount County Government is compliant with Title VI, we have partnered with Language Line Interpreting services. Language Line offers interpreting for over 240 different languages including American Sign Language.

To make our services available to the deaf and/or hearing impaired, video interpreting is available through Language Line. Instructions for adding the shortcut to your computers are attached.

Instructions for using the interpreting services via telephone are provided below.

Language Line Interpreter Services
Dial: 1-800-523-1786
Enter Client ID: 912713

Press: 1 for Spanish
2 for all other Languages
0 if you do not know the language needed

InSight Video Interpreting Services
Authentication Code: K8Y963PXPG

Documenting Your Call
Document the preferred language
Document the services offered/response from the customer
Document the Interpreter's name and ID number
Document the customer's understanding

Working with an Interpreter
At the beginning of the call, briefly tell the interpreter the nature of the call.
Speak directly to the Limited English Proficient individual, not the interpreter.
Pause at the end of a complete thought.
Note: To ensure accuracy, the interpreter may ask for clarification or repetition.

Use 3-Way Calling
Use the conference feature on the phone and dial the Language Line number.
Call the interpreter first, then call the Limited English Proficient individual.

Code of Ethics

BLOUNT COUNTY GOVERNMENT CODE OF ETHICS

Section 1. Definitions.

(1) "County" means Blount County, which includes all boards, committees, commissions, authorities, corporations, or other instrumentalities appointed or created by the county or an official of the county, and specifically including the county school board, the county election commission, and the county health department.

(2) "Officials and employees" mean and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the county.

(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

Section 2. Disclosure of personal interest in voting matters.

An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that

affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Section 3. Disclosure of personal interest in non-voting matters.

An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion, when possible, the interest on the attached disclosure form and file the disclosure form with the county clerk. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

Section 4. Acceptance of gifts and other things of value.

An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the county:

1) For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or

2) That a reasonable person would understand was intended to influence the vote, official action, or judgment of the official or employee in executing county business.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of county government officials or by an umbrella or affiliate organization of such statewide association of county government officials. It shall not be considered a violation of this policy for an official or employee to receive an occasional meal or other items of nominal value.

Section 5. Ethics Complaints.

Questions and complaints regarding violations of this Code of Ethics should be directed to the Human Resources Department. Complaints shall be in writing and signed by the person making the complaint and shall set forth in reasonable detail the facts upon which the complaint is based.

All complaints will be first referred to an Attorney hired by the County for the sole purpose of reviewing the complaints and advising on the complaint. The attorney will then respond in writing to the Human Resources Department the course of action to be taken, if any, for each complaint. The Human Resources Department shall forward the findings to the Elected Official/Department Head overseeing the department whose employee is in question. In the case of an Elected Official, the findings shall be forwarded to the County Commission, if further action is warranted.

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

Section 6. Applicable State Laws.

In addition to the ethical principles set out in this Code of Ethics, state laws also provide a framework for the ethical behavior of county officials and employees in the performance of their duties. Officials and employees should familiarize themselves with the state laws applicable to their office or position and the performance of their duties.

Revised 4/17/2008

Revised 6/4/2008

Revised 6/18/2009

Ethical Conduct

It is the policy of Blount County Government to uphold, promote, and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all County employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their position or powers with the County for improper personal gain.

Employees are required to maintain the highest ethical standards in the conduct of duties. This also applies to non-work situations when you identify yourself as a County employee (i.e., wearing a County identification badge, distributing a County business card, wearing a County uniform, driving a County vehicle, using social media, etc.). To fulfill this requirement, the following will apply:

•Personal characteristics such as honesty, courtesy, dependability, and use of sound judgment are required for all employees in all classes of work in County government.

•There shall be no activity which conflicts with the interest of your official duties.

•You cannot use your position with the County for private interest.

•You must comply with the County's Code of Ethics Policy.

Any employee with knowledge of, or having witness to, any unethical behavior occurring within Blount County Government or any of its departments should report the behavior(s). Employees may report violations of the Ethical Conduct policy to the Human Resources Department without fear of retaliation.

Conflict of Interest

Employment with Blount County Government is a public trust. Employees must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to County activities that interferes or conflicts with the full discharge of duties. If the circumstances cause a reasonable person to believe that a conflict of interest exists, the conflict or potential conflict must be reported as required by the County's Code of Ethics Policy.

As required by ***2 CFR 200.318 (c)(1***), the following applies for all procurements funded in whole or in part with any federal funding source:

In addition to the prohibition against self-benefitting from a public contract under state law, no officer, employee, or agent of Blount County may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

a) The employee, officer, or agent involved in the selection, award, or administration of a contract;
b) Any member of his or her immediate family;
c) His or her partner; or
d) An organization which employs or is about to employ any of these parties.

Reporting a Conflict of Interest

a) Any officer, employee, or agent of Blount County with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor, or shall report to Human Resources if an Elected Official. A conflict-of-interest form must be completed and filed with the County Clerk's Office as required by the County's Code of Ethics Policy.
b) If federally funded, any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

For additional information on Conflicts of Interest, please refer to the Purchasing Department's Policy and Procedure Manual available at https://www.blounttn.org/165/Purchasing.

Gifts and Contributions

Employees may not solicit or accept, either directly or indirectly, for yourself or for any member of your household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee, or anything above a nominal monetary value from any person who:

- has, or is seeking to obtain, contractual or other business or financial relations with the department or agency of Blount County by which you are employed;

- conducts operations or activities that are regulated by the department of Blount County by which you are employed;

- has an interest that may be substantially affected by the performance or non-performance of your official duties.

In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Blount County Government are prohibited from accepting or soliciting gifts, gratuities, favors or anything of monetary value from contractors, supplies, or parties to subcontracts. Items valued at less than $50.00 per fiscal year, per vendor, and exceptions which fall into one of the following categories may be accepted:

a) Promotional items;
b) Honorariums for participation in meetings; or
c) Meals furnished at conferences or banquets.

***Any officer, employee or agent who knowingly accepts an item over $50 in value allowed under this policy shall report the item to his or her immediate supervisor, utilizing the form available at https://www.blounttn.org/1976/Management-Portal. The supervisor shall submit the completed form to the County Clerk.*

Violations of this policy will be subject to disciplinary action, up to and including immediate termination.

Fraud, Waste and Abuse

Blount County Government is committed to the responsible stewardship of its resources. Officials, agents, and employees are responsible for maintaining a work environment that promotes ethical and honest behavior. It is the responsibility of Blount County Government to establish and implement internal control systems and procedures to mitigate and detect irregularities, including fraud, waste and abuse. Employees at all levels should be aware of the risks and exposures inherent in their areas of responsibility, and shall establish and maintain proper internal controls to provide for the security and accountability of all resources entrusted to them. Pursuant ***to TCA 39-16-402, 4-35-107, 8-4-501, 8-19-501, and 8-50-116,*** Blount County Government has established procedures for reporting fraud, waste, and abuse as well as Internal Control systems to safeguard the County's resources. For more information regarding Blount County Government's internal control system, or to report fraud, waste or abuse, please visit https://www.blounttn.org/954/Accounting-Budgeting.

**Any official, agent or employee with knowledge of, or having witness to, any fraud, waste or abuse of any County resources shall report the instance. Instances of fraud, waste, or abuse can be reported without fear of retaliation. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy, to the extent possible consistent with our investigation and applicable law.*

Political Activity

Employees may join or affiliate with civic organizations of a partisan or a political nature and may attend political meetings. Employees may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of Tennessee and in accordance with the Constitution and the laws of the United States of America.

Employees MAY NOT:

- Engage in any political activity while on duty.
- Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
- Be required as a duty of employment or as a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes.
- Coerce or compel contributions for political or partisan purposes from another employee of the County.
- Use any supplies or equipment of the County for political or partisan purposes.

Secondary Employment

Employees shall not engage in any outside employment which adversely affects work performance or creates a conflict of interest. If an employee is engaged in other employment, the employee must notify the supervisor in writing stating the name of the secondary employer, the nature of work or business, specific duties, and hours worked per week. Supervisors will send a copy of these statements to the Human Resources Department for placement in personnel files. If the supervisor believes there may be a potential incompatibility between the outside employment and County employment for any reason, the supervisor will submit appropriate recommendations to the Human Resources Director. The final decision will be made jointly by the Human Resources Director and the Department Head/Elected Official. At all times, employees will give first priority to the fulfillment of the requirements of the Blount County position. County work schedules will not be adjusted to accommodate non-County work schedules.

Nepotism

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- Create a relationship whereby one immediate family member is within the chain of command of another;
- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For this policy, immediate family includes spouse, parent, child, step-child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of households.

Employees who become immediate family members may continue employment if it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the County to which one of the employees will transfer. If employees become immediate family members, Blount County Government will make reasonable efforts to assign job duties to minimize problems of supervision, safety, security, or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot decide, the County will decide in its sole discretion who will remain employed, if either.

This policy does not apply to "immediate family" who already are employed by Blount County as of the effective date of this policy; this waiver, however, may not be used as a basis for further exceptions after the effective date of this policy.

Policy effective date 12/2006

Personal Relationships

Romantic or sexual liaisons that develop among employees in the workplace may be potentially disruptive to County business. The County will intervene and discuss romantic or sexual relationships with involved employees. Remedial measures, up to and including transfer or immediate termination may be taken if the County decides such action is in its best interest.

Managers or supervisors are expressly prohibited from dating or becoming similarly involved with any employee within their sphere of responsibility. In the event the County becomes aware of such a relationship, the supervisor or manager will be subject to immediate termination.

County Equipment

County equipment, materials, vehicles, and/or other resources assigned to employees shall be used with care and economy and shall be used only for County purposes. Waste or misuse of County resources may result in disciplinary action, up to and including termination.

County Vehicle Use Policy

The purpose of this policy is to ensure that County owned vehicles are operated in a safe manner and for their intended purposes only.

The term 'vehicle' shall apply to all passenger cars, light duty trucks, heavy duty trucks, emergency vehicles, construction equipment, or any other motorized/non-motorized rolling stock used by various County employees in the course of their duties.

General Use

Only authorized County employees shall operate County owned vehicles. Supervisors/Department Heads/Elected Officials must notify Human Resources and/or Payroll when a vehicle is issued to an employee for personal use (including commuting to and from work). Use of the vehicle is considered taxable income and must be reported.

Employees operating County owned vehicles must abide by all applicable motor vehicle laws.

Transporting non-County personnel in a County owned vehicle is prohibited except as follows:

- When required for legitimate County business.
- As provided in the personal use section of this policy.
- As part of a departmental ride-a-long program authorized by the Department Head or Elected Official.
- In cases of extreme emergency where the employee has a reasonable belief that the life, safety, health, or physical welfare of a citizen would be immediately threatened.

Employees driving County vehicles as a part of the job duties are required to maintain a valid Tennessee driver license with proper endorsements for the position.

Employees who are authorized to drive County owned vehicles must report any motor vehicle violations that result in a citation to their supervisor as soon as possible. This includes violations that occur in their own vehicle and not on County time.

No employee shall carry any concealed weapon in a County vehicle at any time unless:

- They have been authorized to do so by the County Sheriff, or
- They have been authorized to do so by the County Mayor, or their department's Elected Official or Department Head.

No employees shall carry alcoholic beverages, contraband, or other illegal substances in County owned vehicles. (Does not apply to law enforcement units conducting undercover operations or transporting evidence.)

Personal Use

Personal use of County owned vehicles is prohibited except for the following:

- Personnel whose duties primarily involve operation of County owned vehicles at locations which make it inconvenient or inefficient to access their personal vehicles, may use their assigned County owned vehicles for routine personal activities such as traveling to lunch, or other infrequent or incidental short term stops so long as this privilege does not significantly interfere with their assigned duties or otherwise become abused.

- In cases where there is no convenient means of transportation available, employees assigned take home vehicles may request permission from the County mayor, Department Head or Elected Official to transport members of their household to and from school, work, and other necessary destinations so long as it does not significantly impact the employee's duties, cost of operating the vehicle or significantly increase the County's exposure to liability.

- Employees who have been granted permission to use a County owned vehicle for out-of-town travel for County business, may allow members of their household to accompany them as passengers if they have properly obtained permission from their Department Head or Elected Official.

- Tobacco use in County owned vehicles is prohibited.

- Personal use (including commuting to and from work) of County owned vehicles is considered taxable income and must be reported.

Blount County Government reserves the right to monitor the usage of County-owned vehicles, with or without the knowledge or consent of the employee to whom the vehicle is assigned.

Accident Reporting

County employees who are operating a County owned vehicle and are involved in an accident must do the following:

- Ensure their personal safety and those involved in the accident to their best ability.
- Notify the law enforcement agency having jurisdiction in the location of the accident.
- Notify supervisor(s) of the accident as soon as reasonably possible.

Classification and Compensation

For additional information regarding classification and compensation, please refer to the Compensation Policies available at https://www.blounttn.gov/158/Human-Resources.

Introductory Period

All new employees will be considered on "introductory" status for the first six (6) months of employment. At the end of the regular introductory period, the Department Head can elect *to remove the introductory status or extend the introductory period*. During the introductory period, the full- time employee will accrue sick days at the stated rate but will not be eligible for vacation days until successfully completing six (6) months of consecutive employment. Successful completion of an introductory period does not alter the employee's at-will status.

Employment Terms

- "Full-Time Regular Employee" is defined as an employee who works at least thirty (30) hours per week on a regular and continuous basis throughout the calendar year. The single word "employee" will be used to designate a full-time or regular employee on leave policies.
- "Part-Time Regular Employee" is defined as an employee who works twenty-nine (29) or fewer hours per week on a regular and continuous basis throughout the calendar year.
- "Temporary Employee" is defined as an employee who is engaged to work either full-time or part-time with the understanding that their employment will terminate upon the completion of a specific assignment. These employees may be "exempt" or "non-exempt" as defined below.
- "Exempt Employee" is defined as an employee who is not required to be paid overtime, or receive comp time in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek. Executive employees, professional employees, and certain employees in administrative positions are typically exempt. However, classification of a position as exempt is made on the basis of comparing actual job duties with criteria established by the Department of Labor.
- "Non-exempt Employee" is defined as an employee who is required to be paid overtime or receive comp time at time and one-half of their regular rate of pay, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek.
- "Intern" is defined as a student or trainee who works, with or without pay, at a trade or occupation in order to gain work experience.

Internships

Blount County Government periodically employs student interns for periods when they are not in school. The purpose of this policy is to outline responsibilities and to ensure interns have a productive stay with the County.

Procedures

Authorization: Hiring managers who plan to add interns for specific assignments must provide the following information in writing to the Human Resources Department:

- hours of work
- duration of the expected work
- Pay rate, if applicable

- Completion of Internship Acknowledgement Form

Facilities department notification: The Hiring Manager will notify the Risk Management and IT Departments to coordinate access to the building(s) as well as work station(s), telephone, and Internet access prior to the intern's start date.

Department orientation: Each intern will be provided with an in-depth review of department functions and activities and the interaction of these activities with the work the student worker will be performing. The department review will be conducted by the department manager and team leads during the first week of employment.

Final report and out-processing: In the week in which an intern's assignment ends, the department manager will provide a final progress report to the educational institution the student attends. The department manager will also ensure the return of any County equipment including access badges or keys and return these items to Risk Management and notify Human Resources when the intern's assignment has ended.

Employment at-Will

Blount County Government is an at-will employer and as such there is no specific length or guarantee of continued employment. The employee or the County may terminate employment at-will, without cause or prior notice, at any time. None of the County's policies may be construed as creating a contract of employment or any other legal obligation, express or implied, and any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of Blount County.

Pay Periods

All employees are paid biweekly on every other Monday. Some pay dates may occur earlier due to holidays. In this instance, payroll checks will be issued the Friday before the holiday. All employees are paid in arrears, one week after the end of the pay period.

Job Titles and Pay Structure

For additional information regarding classification and compensation, please refer to the Compensation Policies available at https://www.blounttn.gov/158/Human-Resources.

Overtime Compensation/Compensatory Time

No overtime or compensatory time will be earned until the employee has worked on the job over 40 hours during the workweek.

- *Overtime/Compensatory Time*: All eligible employees may be paid overtime or given compensatory time for all work performed over 40 hours during the workweek.

- *Overtime Rate*: Hourly rate employees who work overtime will receive overtime pay at a rate of time and one-half their regular hourly pay. Salaried employees who are eligible will receive overtime pay at a rate of time and one-half their equivalent hourly rate (the salaried employee's equivalent hourly rate is calculated by dividing his/her annual salary by 52 weeks and dividing that number by the number of hours in a normal workweek.) The overtime rates for both

hourly and salaried employees apply only to those hours worked over 40 during a week. For salaried employees, no additional compensation will be paid for hours worked under 40. For hourly rate employees, the overtime rate will apply only to hours worked over 40 and the regular rate will apply to hours worked up to 40 hours.

- *Selection of Compensatory Time*: Employees who are required to work more than 40 hours per week may request to receive compensatory time off in lieu of overtime pay. Such requests must be submitted in writing to supervisors. Such compensatory time shall be earned at a rate of one and one-half hours for each hour of employment worked over 40 hours per week. Compensatory hours are calculated by UKG, the County's timekeeping system. Compensatory hour totals available to an eligible employee can be viewed on the "Accruals" tab located at the bottom of the employee's time sheet. The Accrual total reflects the actual number of compensatory hours (time-and-one-half) available to the employee. In the event of termination of employment, all earned and unused compensatory time will be paid. An employee cannot accrue more than 240 hours of compensatory time. Any employee who has accumulated 240 hours of compensatory time shall be paid for any additional overtime that is worked. An employee who has accrued compensatory time upon termination of employment will be paid the greater of the average regular rate the employee received during the last three years, or the final regular rate of pay received by the employee. The use of compensatory time is subject to approval by the Elected Official/Department Head. Requests to use compensatory time will generally be approved provided the use of the compensatory time does not unduly disrupt the operations of the department.

Working during Lunch Periods

Lunch period is time set aside for eating. The time is not considered part of the basic workday and no pay is earned during this period. Employees must clock out for the lunch period in UKG. Employees must do no work during the lunch period.

A workday may not be shortened by "working through" or reducing the lunch period on a voluntary basis. Eliminating or reducing your lunch period requires prior approval from your immediate supervisor. Such approvals must be limited and will typically be for one day due to unusual or special circumstances. Working through the lunch period is not to be used as an on-going solution for scheduling issues.

Working Before/After Regular Hours

Employees may not voluntarily begin work early, work after hours, or extend the workday for the purpose of accumulating compensatory time. Prior approval from immediate supervisors is required for any adjustment to the work schedule. For most employees, the workweek is 37.5 hours totaling 75 hours per pay period. ANY flextime must be addressed during the SAME PAY PERIOD. For example: An employee works 35 hours in week one of the pay period creating a 2.5-hour deficit for the pay period. The employee may work 40 hours within the next week to cover the deficit, or use personal, vacation, sick or compensatory hours to total 75 hours for the pay period.

General Personnel Policies

Attendance

All employees of Blount County Government are committed to providing the highest level of government services and functions to better serve the community. To accomplish this, prompt and regular attendance is required.

It is required to speak directly to the supervisor if an illness or injury that would prevent an employee from reporting to work at the scheduled time occurs. If the supervisor is unavailable, employees are required to speak directly to the next-level manager or director, or to the person designated by the supervisor. Text messages are not considered an appropriate means of notification of an absence and will not be accepted as such.

All employees are expected to be in the workplace at the scheduled time the shift begins. Employees will work in accordance with their scheduled start and ending time and must not work alternate times without supervisor's authorization.

Failure to provide notification of an absence may result in removal from the payroll as having resigned without notice. Employees who resign under such circumstances may be deemed ineligible for rehire.

Work Hours and Time Records

The normal workweek consists of 37.5 hours or 40 hours depending on the job classification and work location. Core business hours are from 8:00 am to 4:30 pm. Some jobs may require other hours of service. In such cases, the immediate supervisor will inform employees of the scheduled work hours.

The County uses UKG as its time collection and time management tool. All employees will use UKG to record time worked and request time away from work. All employees are assigned a UKG user ID and should set up a password to the system.

All hourly employees will utilize UKG for timekeeping purposes. Each employee should clock in at the beginning of each shift; clock out to go to lunch; clock in to return from lunch and clock out at the end of the shift. It is important to ensure that all hours worked by non-exempt employees are accurately recorded.

Employees may not log in or out of UKG for another employee. It is the responsibility of each employee to report his/her time worked, meal periods and/or time off accurately and completely for each pay period. Employees cannot correct errors related to their timecard. If a correction is necessary, the employee must notify the supervisor to ask him/her to make the changes.

Employees should request time away from work through the My Information page in UKG. Requests will then be sent electronically to supervisors for approval.

Any employee willfully falsifying a time record will be subject to immediate dismissal. A workday may not be shortened by "working through" or reducing the lunch period on a voluntary basis, nor may employees voluntarily begin work before or after regularly scheduled hours for the purpose of

accumulating compensatory time. Every adjustment to the work schedule requires advance approval from supervisors.

Canvassing or Solicitation

Non-employees are not permitted to solicit verbally or by distribution of written material to Blount County employees or the general public for commercial purposes during work hours in work areas.

Solicitations by Blount County employees made to other Blount County employees are permitted only in non-work areas and during non-work hours.

Non-work areas include lobbies, hallways, elevators, stairs, sidewalks, parking areas, patios, lunchrooms, or other areas not regularly scheduled for work activities. Non-work hours include before and after scheduled work hours, lunch periods, and approved breaks.

Employees or outside charitable organizations who wish to solicit Blount County employees for charitable purposes or to schedule activities in Blount County offices, must submit a written request to the County Mayor. The request must be approved by the County Mayor.

Inclement Weather

Blount County Government recognizes the fact that inclement weather and other emergencies can affect the ability to open for business and the employee's ability to report to work. All potential emergency situations cannot be foreseen and cannot be addressed by this policy.

Absences due to inclement weather require employees to make a personal judgment pertaining to safety in traveling to and from work. Loss of work time for this reason is charged to accrued compensatory time or annual leave. If no compensatory time or annual leave is available, the time is charged as leave without pay. If an employee makes the effort to report on time and actually reports within a reasonable period of time (based on the circumstances of the event), he/she will not be required to use leave time for the absence. Supervisors will determine if accrued leave must be used for late arrival. If the decision is made to close Blount County Offices, full-time employees will be paid for such time off and part-time employees will be paid for the scheduled hours on days when inclement weather closes offices.

In the event of inclement weather, the decision to close will be made on a case-by-case basis by the Blount County Mayor's Office, in collaboration with the Blount County Sheriff and Blount County Highway Superintendent. This decision will affect the Courthouse and other general County offices, with the exception of the Judges/Courts. The court system (including all Court Clerks) will make its own determination and announcement separately.

Fortunately, emergencies and inclement weather days are infrequent and, as always, the safety of our employees and citizens will be of paramount importance. The determination relative to closing will be made as soon as it is deemed to be reasonably necessary. Blount County Government will make every effort to remain open.

Closing/delayed opening information will be given to the three major television stations (WBIR, WATE, and WVLT) and WIVK (FM 107.7) as soon as it has been determined. Department Heads or their

designees may determine closing for departments that work evenings and/or weekends (i.e. Library). If you have any questions about an official closing, you should contact your immediate supervisor.

Telecommuting/Temporary Telecommuting

In the event of an emergency such as a weather disaster or pandemic, Blount County Government may allow or require employees to work from home temporarily to ensure continuity of County business. For more information regarding telecommuting, please contact the Human Resources Department.

Personnel Files

Tennessee law requires that "all state, County, and municipal records ... shall at all times, during business hours, be open for ... inspection by any citizen of Tennessee." The statute applies to personnel records and allows employees to review personnel files, as well as allowing any member of the public to do so. (Medical records are not part of the personnel file.)

There is, however, restricted access to certain types of employee information. The following records of government employees will not be open for inspection by members of the public:

- unpublished telephone numbers;
- bank account information;
- social security numbers;
- driver's license information - unless driving a vehicle is part of the employee's duties or incidental to the performance of the job;
- the same information about an employee's immediate family;
- any information relating to an employee's disability status or requests for job-related accommodations due to a disability.

The personnel files are maintained in the Human Resources Department.

It is important that any change in personal information is reported promptly to the Human Resources Department. Other records, such as educational accomplishments, should also be reported as they are factors in consideration for future promotional opportunity. Be sure that the Human Resources Department always has:

- Correct address and contact numbers such as telephone, cellular phone, etc.;
- Marital status;
- Increases or decreases in number of dependents;
- Any change affecting Social Security records;
- Correct beneficiary information.

Performance Evaluations

Managers will conduct formal performance evaluations periodically throughout the year. These evaluations should occur annually on or near an employee's anniversary hire date. The supervisor makes a rated evaluation based on the following competencies:

Job knowledge Interpersonal Skills

Customer Service	Performance
Teamwork/Collaboration	Outcome orientation
Communication	Reliability

For supervisors:

Leads/Develops/Recognizes Staff
Job Knowledge/Accountability

Salary increases are available at the beginning of each fiscal year, with approved funding by County Commission, to those employees who receive an acceptable performance score of 3.0 or higher and have satisfied the appropriate introductory period.

Bonus Policy

From time to time and depending on the availability of funds and other factors, the County may provide incentive compensation to certain employees. To be eligible for the bonus payment, an employee must have completed the introductory period and be on the payroll at the time the bonus is paid.

All bonus award recipients must meet the following general criteria:

- The employee's accomplishments exceed the normal standards/expectations for the job;
- The employee has fulfilled all normal job duties in addition to performing added duties to accomplish a special project or achieve a certain goal;
- The employee serves as a role model for others, displaying desirable characteristics such as outstanding customer service, positive attitude, team leadership, etc.;
- Length of service--A commitment to the County by their long-term service.

Decisions regarding the amount of a lump-sum bonus must be dependent upon the nature and complexity of the accomplishment(s) and the ability of the department to fund the payout. Managers should clearly communicate to the recognized employee(s) what outstanding achievement(s)s led to the bonus recognition. The payment will be taxed at the federal withholding rate established by the IRS, in addition to other required taxes. A letter of commendation will be placed in the personnel file of employee(s) receiving a bonus, recognizing the accomplishment(s) of the employee(s).

The Bonus Plan is provided at the discretion of Blount County Government. The fact and amount of any incentive compensation are within the sole and absolute discretion of the County.

Promotions, Transfers and Reassignments

For additional information regarding classification and compensation, please refer to the Compensation Policies available at https://www.blounttn.gov/158/Human-Resources.

Step-Increases

For additional information regarding classification and compensation, please refer to the Compensation Policies available at https://www.blounttn.gov/158/Human-Resources.

Discipline Procedure

In cases where an employee displays inappropriate conduct or poor performance--and the circumstances do not warrant prompt dismissal from employment--Blount County generally employs a

progressive discipline process. If the circumstances and seriousness of the offense dictate, an employee may be promptly terminated without implementing the progressive discipline procedure. Misconduct that involves dishonesty, violations of the law, violations of County policies or violations that involve serious risk to the County's operation or the safety or well-being of oneself or others is grounds for immediate termination of employment. The facts and circumstances of each case will determine what actions up to and including termination from employment is appropriate. ALL forms of discipline MUST be documented by the Supervisor/Department Head/Elected Official and provided to Human Resources for placement in the employee's file. This documentation must include time, date of the meeting with the employee, signatures of the employee and the Supervisor/Department Head/Elected Official, and where appropriate, the performance issue and a Performance Improvement Plan. Although the County typically prefers to utilize the steps below, the County reserves the right to employ any level of discipline that it considers appropriate under the circumstances.

- Verbal - The first step is often a verbal warning from the supervisor which identifies the issue and the corrective action needed from the employee. The supervisor documents this step by providing appropriate documentation to the Human Resources Director for review and placement in the employee's personnel file. The employee may submit a statement for the file, if desired.
- Written - The second step is often a written warning, which appropriately describes the issue and the corrective action needed. The written warning will be discussed with the employee, and a copy of the warning will be sent to the Human Resources Director for review and placement in the employee's file. The employee may submit a statement for the file, if desired.
- Adverse Action - If previous attempts at correction have not been successful, the County may take a form of adverse action such as suspension, demotion, or termination. Adverse actions must be approved in advance by the Department Head/Elected Official and/or Human Resources.

Personal Cell Phone Use

Personal phone calls or text messages during working hours distract employees from job responsibilities and may be disruptive to coworkers. Employees should limit the placing or receiving of personal phone calls during working hours to those required in emergency situations. Employees are expected to inform friends and family members of this policy and will be held accountable for their actions under the disciplinary procedure. Any information pertaining to work conducted from a personal device may be subject to subpoena or open records request(s).

Involuntary Separation of Employment

Employment with Blount County Government is employment "at-will" and, as such, can be terminated by either party at any time, with or without cause. Terminations of employment initiated by the County are considered involuntary. ALL involuntary terminations should be approved by the Human Resources Department and the Department Head/Elected Official prior to the termination of employment.

At the time of termination, employees will be advised regarding final pay as well as benefit termination and/or continuation. ALL County owned property must be returned at the time of separation. Such property includes keys, cell phones, laptops, identification cards, etc. Employees who are terminated involuntarily will NOT be paid for any earned but unused vacation.

ANY employee whose employment has been involuntarily terminated for cause (egregious offenses such as theft, ethics violations, etc.) will NOT be eligible for rehire by any department within Blount County Government.

Basic Work Rules

The County has certain policies and rules to govern employee conduct and performance. The most important rule is to use "good sense" at all times. The County has established some basic work rules that must not be violated. Violation of these or similar rules may result in discipline up to and including immediate termination.

Absenteeism or Tardiness: When an employee fails to report to work as scheduled, it makes it more difficult to serve our citizens. Each employee plays an important role in our operation, and his or her absence or tardiness places an unnecessary burden on fellow employees. Employees are expected to report to work on time as scheduled, to limit breaks to the time allowed, and to stay on the job until the end of his or her scheduled workday.

Breach of Confidence or Security: Because of the nature of our work, we cannot tolerate any breaches of our security measures or confidential relationships.

County Premises: Except for areas that are open to the public, employees are allowed on County premises only during scheduled work hours, unless otherwise authorized by supervisor(s).

Damage to Property: A tremendous investment has been made in our facilities and equipment to better serve our citizens and to make jobs easier. Deliberate, reckless, or careless damage to the County's property, or property of others, will not be tolerated. If appropriate, damage to property will be reported to law enforcement agencies.

Discourtesy or Disrespect: The County expects all employees to be courteous, polite, and friendly to our citizens and others, and to fellow employees. No one should use profanity or show disrespect to a citizen or co-worker or engage in any activity which could harm our reputation.

Fighting, Threats, or Weapons: The County does not allow fighting, threatening words or conduct, loud or abusive language, or any other actions that could injure a citizen, fellow employee, or member of the public, regardless of where such words or actions occur.

Fraud, Dishonesty or False Statements: No employee or applicant may falsify or make any misrepresentations on or about any application, resume, document establishing identity or work status, medical record, insurance form, invoice, paperwork, time sheet, timecard, or any other document. Observation of such violations must be reported to supervisors immediately.

Gambling: Employees may not engage in any form of gambling on County premises.

Harassment: The County's No Harassment Policy, set forth in detail in this Handbook, strictly prohibits harassment based on race, color, religion, sex, national origin, citizenship, age, handicap or disability, or any other category protected by law.

Injuries and Accidents: Every injury, no matter how slight, must be reported immediately to supervisors for first aid treatment or medical care. In the event of a job-related injury or accident, a provider must be chosen from the County's panel of physicians. The County may require a doctor's release before returning to work.

Insubordination: All employees have duties to perform and everyone, including supervisors, must follow directions from someone. Employees must not refuse to follow the directions of a supervisor or member of management, unless the directions are unethical or a violation of policy. Unethical actions or requests and violations of policy must be reported to Human Resources. Employees witnessing unethical actions or being directed by their supervisor to carry out unethical actions or violations of policy may report those instances without fear of retaliation.

Leaving Early and Returning Late: Leaving early or returning late from breaks or lunch is prohibited. Leaving assigned work areas before the end of business hours to change clothes or make preparations to leave before the end of scheduled shifts is prohibited.

Misuse of Property: Employees may not use without authorization, or misuse any equipment, vehicle, or other property of customers, vendors, other employees, or the County.

Poor Performance: The County expects all employees to make every effort to learn the assigned job and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject to immediate termination.

Shortages: Employees handling cash as a part of assigned job duties are held accountable and may be required to reimburse all shortages. Employees handling cash as a part of their job duties may also be disciplined for such shortages, up to and including immediate termination.

Sleeping or Inattention: To protect the safety of all employees and to properly serve our customers, employees must be fully alert while on the job. Sleeping or inattention on the job will not be tolerated.

Solicitation or Distribution: Solicitation by an employee of another employee during the working hours of either employee for any reason is prohibited. Distribution of advertising materials, handbills, or other literature is always prohibited in all working areas. Solicitation and distribution by non-employees is always prohibited on County premises.

Substance Abuse: Substance abuse will not be tolerated. Employees testing positive for the presence of drugs or alcohol may be subject to immediate termination. Possession, use, sale, manufacture, purchase or working under the influence of drugs, alcohol or other intoxicants will not be tolerated.

Theft: Stealing or attempting to steal County property, property belonging to others, or the theft of time through falsification of timecards is strictly prohibited. Any County property removed from the premises requires written permission in advance from supervisor(s).

Unlawful Activity: Employees should not engage in any unlawful or unethical activity, including, but not limited to activity either on County property, or off the job, because such activity can adversely affect the County's reputation and/or the employee's ability to effectively perform the duties of his or her position.

Unsafe Work Practices: Blount County Government is committed to providing a safe place to work. A safety program has been established to ensure employees understand the importance of safety. This program requires all employees to exercise good judgment and common sense during day-to-day work activities. Horseplay and practical jokes can cause accidents and injuries and, therefore, are prohibited.

Violation of these or similar rules may lead to discipline, up to and including immediate termination.

Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined or terminated. Any questions regarding these rules, or expectations of employees must be discussed with supervisor(s).

Resignations

Employees choosing to resign any position should notify the immediate supervisor(s) or the Department Head in writing no less than ten (10) working days before the expected termination date. Failure to provide such a notice will be recorded in personnel files and may constitute ineligibility for re-hire. Employees resigning will NOT be paid for unused vacation/annual leave.

Retirements

Employees meeting the requirements for retirement from Blount County Government should notify the immediate supervisor(s) or the Department Head in writing with as much advance notice as possible for budgeting purposes. Employees retiring from service to Blount County may be paid for thirty days (30) days of accrued sick time and any accrued unused vacation days. Employees planning to retire must apply for retirement with TCRS online at https://mytcrs.tn.gov/DPAS.WebUI.Internet/Common/Pages/Login.aspx at least ninety (90) days prior to the planned retirement date. See *Employee Benefits* section for benefit eligibility after retirement.

Exit Interviews

Employees resigning or retiring from any position with Blount County Government will be asked to participate in an exit interview. Employees terminating employment with the County will receive an electronic questionnaire. After completion of the questionnaire, an in-person interview will be scheduled.

Reduction in Force

A reduction in force is the release of an employee due to lack of funds, curtailment of work, or reorganization. If a reduction in force becomes necessary, the County will make decisions based on the needs of the Department(s) affected and the job knowledge, skill, work performance and seniority of the employees.

Safety

Blount County is concerned with employee health and safety while performing job tasks. Employees must observe all safety rules and report any unsafe activity to the Risk Management Department. Any workplace accidents, incidents, or injuries must be reported immediately to your direct supervisor and the Risk Management Department. If an employee is injured and unable to report the incident immediately, the report should occur as quickly as possible.

For additional information about any safety concern, please consult the Risk Management Department or the web site https://www.blounttn.org/283/Risk-Management.

Workplace Chemicals

Blount County Government maintains a Hazard Communication Program, including lists of all hazardous chemicals with which employees may work. The County also maintains copies of Material Safety Data Sheets (MSDS) on each chemical. The MSDS explains procedures required to safely work with each chemical, as well as a written description of the Hazard Communication Program. Training will be provided before exposure to or working with a chemical declared "hazardous" by OSHA. Prior to working with chemicals, read container labels for instructions and/or safety requirements. Consult supervisors regarding MSDS requirements, including any safety equipment needed. Evaluate any unusual or non-routine task for chemical hazards. Report any safety issues or requirements to supervisors or managers, if necessary. Immediately notify supervisors of any chemical containers which are leaking or unlabeled. If uncertain regarding the disposal of a chemical, please consult supervisors or managers. When purchasing new chemicals, always obtain an MSDS and provide this information to supervisor(s) prior to use.

Garnishments and Levies

If a garnishment or similar proceedings are instituted against an employee, Blount County Government will deduct the required amount from the employee's paycheck.

Alcohol and Drugs

Blount County Government is responsible for maintaining a safe and efficient working environment. Employees using drugs or working while under the influence of drugs or alcohol present a safety hazard to themselves and fellow employees. Moreover, the use of drugs and alcohol by employees limits their ability to perform their work with the highest amount of efficiency. The purpose of this policy is to ensure employees the right to work in a drug and alcohol-free environment. Blount County Government makes an ongoing effort to maintain a drug free workplace. Employees are prohibited from being under the influence of drugs or alcohol, while on duty or on County property. Employees may not possess, sell, solicit, or receive illegal drugs or alcohol while on duty or on County property. Violation of this policy is grounds for immediate termination.

The County reserves the right to require employees, while on duty or while on County property, to agree to inspections of all County property at any time. Searches of individual or personal property may be conducted as authorized by law. If an employee withholds consent to such an inspection, the County may discipline the employee, up to and including termination.

The County reserves the right to conduct drug/alcohol testing in the following situations:

- Applicants for employment
- Employees involved in an accident on the job that resulted in, or could have resulted in, substantial injury to person or property
- Reasonable suspicion

If an employee tests positive for the use of drugs or alcohol, a confirmatory test will be conducted. If the employee also tests positive on the confirmatory test, the County may discipline the employee, up to

and including termination. If an employee refuses to submit to a drug test when requested, the County may discipline the employee up to and including termination of employment.

Certain employees are subject to federally required DOT drug and alcohol testing. For those employees, compliance with the federally mandated testing program is a condition of employment.

This policy is for the benefit of all employees and cooperation with the policy is required. Blount County Government believes this policy is necessary to ensure a safe and secure working environment.

Applicant Drug Testing

All candidates receiving an offer of employment from Blount County are required to undergo testing for commonly abused controlled substances in accordance with this policy.

Candidates must advise the testing lab of all prescription drugs taken within the month prior to testing and be prepared to show proof of such prescriptions to testing lab personnel.

Candidates refusing to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment.

All records containing test results will be kept in medical files that are maintained separately from Blount County personnel files.

Background Checks

All offers of employment at Blount County Government are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates.

- A background check will only be conducted on an applicant who has received a conditional offer of employment.
- Information sought in a background check will pertinent to the position.
- Information obtained during a background check will be kept confidential.
- Applicants must sign a written acknowledgement form granting the County permission to conduct a background check.

Types of background checks

- Criminal Background Checks –conducted on all applicants selected for employment.
- Vehicle Driving Records – Verified if job duties require driving a vehicle on County business.
- Credit History Checks – Conducted only if the primary job duties include handling money, finances or auditing.

Background investigations are conducted by a third-party vendor. The results are provided to the Human Resources Department for review, ensuring that the record of each candidate's background investigation is maintained in the personnel file.

Tobacco Use

Pursuant to the Non-Smoker Protection Act, Tennessee Code, tobacco use is prohibited in enclosed areas of County property, including but not limited to, cafeterias, employee lounges, hallways, meeting rooms, offices, restrooms, and company vehicles. Tobacco use may take place only in designated unenclosed areas. The use of e-cigarettes, vaping devices, and smokeless tobacco is prohibited in any enclosed areas of County property, as well. Tobacco use is also prohibited in any County owned vehicle. Any violation of this provision may result in disciplinary action, up to and including termination.

Electronic Communications

This policy contains guidelines for the use, access, monitoring and disclosure of Electronic Communications created, sent, received, transmitted, or stored by employees using any County-provided communication system or equipment and employee-provided systems or equipment used either in the workplace or during working time. “Electronic Communications” include, among other things, messages, images, or any other information contained in e-mail, voice mail, fax machines, computers, personal digital assistants, pagers, telephones, cellular and mobile phones, Intranet, or Internet. (In the remainder of this policy, all these communication devices are collectively referred to as “Systems.”)

Acceptable Uses of Our Systems: Employees may use Systems to communicate internally with co-workers or externally with constituents, suppliers, vendors, advisors, and other business acquaintances for business purposes. The County provides employees with access to Systems to facilitate these business communications and to enhance productivity.

Management's Right to Access Electronic Communications: All Electronic Communications contained in Systems are County records. Although each employee may have an individual password to access Systems, the Systems belong to Blount County and the contents of the Systems and Electronic Communications conducted on the Systems are accessible by the County at all times for any business purpose. The Systems will be subject to periodic unannounced inspections and should be treated like other shared filing systems. The contents of Systems will be monitored by and disclosed to the County without further notice to employees. Thus, employees should not assume that Electronic Communications are confidential or private. Back-up copies of Electronic Communications in Systems will be maintained and referenced.

Personal Use of Our Systems: The County provides Systems to assist employees in the performance of their jobs. The County reserves the right and employees agree to permit the County to use, access, monitor and disclose all Electronic Communications on Systems without regard to content. Because employees’ personal communications and information can be accessed without advance notice, employees should not use Systems for communication or information that employees do not want discussed with or known to third parties. For example, employees should not use Systems for gossip; personal information about themselves or others; for forwarding messages under circumstances likely to embarrass themselves or others; or for emotional responses to business correspondence or work situations. Employees also should not use Systems for such purposes as soliciting for commercial ventures, religious or personal causes, outside organizations, or other similar, non-job-related situations.

Although incidental and occasional personal use of Systems not interfering or conflicting with the County's business is permitted, personal communications in Systems are treated as all other Electronic Communications, and will be used, accessed, monitored, and disclosed by the County at any time without further notice.

Employees may not install any software on any County-provided System or copy software from any County-provided System without the prior written permission of our Systems supervisor. Involving the Systems Supervisor ensures that the County can manage the software on its Systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law. The unauthorized copying or use of computer software exposes the County and individual employees to substantial fines and/or imprisonment.

Forbidden Uses of Our Systems: Employees may not use Systems in a manner that violates the No Harassment Policy, Equal Employment Opportunity Policy, or other County policies. Employees may not use Systems in any way that may be deemed insulting, disruptive, obscene, offensive, or harmful to morale. Examples of forbidden transmissions include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions; ethnic or racial slurs; or any other message or image that may be in violation of our No Harassment policy.

In addition, employees may not use Systems:

- to carry any defamatory, discriminatory, or obscene material;
- in a manner that violates the terms of any telecommunications license or any laws governing transborder data flow including but not limited to laws dealing with data collection, protection, privacy, confidentiality and security;
- in connection with any attempt to penetrate computer or network security of any County or other System, or to gain unauthorized access or attempted access to any other person's Electronic Communications Systems or equipment;
- in connection with any infringement of another person's intellectual property rights, including but not limited to copyrights;
- in connection with the violation or attempted violation of any law.

Electronic Forgery: Electronic forgery is defined as misrepresenting, disguising, or concealing a person's identity or another's identity in any way while using Electronic Communications; making changes to Electronic Communications without clearly indicating that such changes have been made and by whom; or using another person's account without prior written approval of the account owner and without identifying that the author is someone other than the account owner. Electronic forgery is not allowed for any purposes.

Intellectual Property Rights: Employees must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information, and inventions. Employees should not copy, use, or transfer proprietary materials of others without appropriate authorization. Downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. Software labeled as "freeware" or "shareware" may contain licensing restrictions that prohibit or limit the usage or commercialization of such items. If questions arise in this regard, contact the Systems Supervisor. The County will cooperate with the copyright holder and legal officials in all copyright matters.

System Integrity, Security, and Encryption: All System passwords and encryption keys must be kept confidential at all times. Employees may not install password or encryption programs without the written permission of our Systems Supervisor. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees to gain access to the other employee's messages, information, or communications.

Consequences of Violations of the County's Electronic Communications Policy: Violations of this Policy may result in disciplinary action up to and including immediate termination of employment, as well as possible civil liabilities or criminal prosecution. Where the County deems it appropriate, legal officials or other appropriate third parties may be advised of any illegal violations. The County will cooperate in investigations conducted by legal officials or appropriate third parties. The County will not retaliate against employees reporting violations or assisting with investigations of possible violations of this policy.

Social Media

Blount County understands that social media can be a fun and rewarding way to share events and opinions with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees with responsible decision-making pertaining to the use of social media, the following guidelines have been established.
This policy applies to all employees.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to:

- Social Networking Sites (Facebook, Instagram, etc.)
- Microblogging sites (X (Twitter), etc.)
- Video and Photo Sharing Websites/Applications (YouTube, Snapchat, TikTok, etc.)

The term social media refers to the use of the web-based and mobile technologies that create interactive dialogue from communications. Social media substantially changes communication between organizations, communities, and individuals because it is easily accessible.

Ultimately, employees are solely responsible for online posts. Before creating online content, consider some of the risks that are involved. Keep in mind that any conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects citizens or Blount County's legitimate interests may result in disciplinary action up to and including termination.

Whether or not employees participate in social media, it is the policy of Blount County Government that employees who participate in commentary understand there are two levels of social media engagement:

- Official use - social media engagement on behalf of Blount County Government on sites where we have an official Web presence;
- Personal use - day-to-day use of social media sites by employees, not related to official duties. Employees must be mindful that while participating personally on social media sites. Personal

posts are not representative of Blount County Government and must not presented as such. Finally, employees must be aware that misconduct committed on a social media site may result in appropriate discipline.

Personal use of social media during working hours is frowned upon. The detection of personal social media engagement during working hours may result in appropriate discipline. When using social media, whether on behalf of Blount County Government or on their own time, employees are bound by the Blount County Code of Ethics.

Workplace Violence Prevention

Blount County Government is committed to preventing workplace violence and to maintaining a safe working environment. Given the increasing level of violence in society, Blount County has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. No one other than law enforcement officials in the course of their duties, may bring dangerous or hazardous devices of substance on the premises of Blount County Government.

Conduct that threatens, intimidates, or coerces another employee or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to immediate supervisor(s) or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

All suspicious individuals or activities must be reported as soon as possible to a supervisor. Employees should not place his-or-herself in danger. Employees seeing or hearing a commotion or disturbance in or around work areas should not try to intercede.

Blount County Government will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, the County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that violates these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Blount County Government encourages employees to bring disputes or differences with other employees to the attention of supervisor(s) or the Human Resources Department before the situation escalates into potential violence. Blount County is eager to assist with the resolution of employee disputes and will not discipline employees for raising such concerns in a proper manner.

Personal Appearance

Our professional atmosphere is maintained, in part, by the image we present to our constituents and vendors. We expect all employees to present a neat, well-groomed appearance and a courteous disposition. These qualities go further than any other factors in making a favorable impression on the public and fellow workers. Employees should avoid extremes in dress. Flashy, skimpy or revealing clothing is unacceptable. Employees should dress in a businesslike manner. Good personal hygiene is important to maintain our constituents' favorable opinion as well as showing respect for fellow employees. Accordingly, employees are expected to come to work in a clean condition.

Grooming Standards

- Hair should be neat and clean;
- Hair length, style and color should be appropriate for the job;
- Facial hair (for males) should be clean;
- Jewelry should be appropriate for the work setting and convey a professional appearance;
- Visible piercings should be limited to the ear;
- Refrain from wearing perfumes or using lotions with a strong odor which could be offensive to coworkers;
- Visible tattoos should be covered during work hours.

Standards of Dress

Blount County Government's dress code allows employees to wear business casual attire. This policy is an expression of trust in employees' judgement to dress in a manner reflecting the County's image. The term "business attire" is subjective, meaning different things to different people, referring to more comfortable business attire, appropriate for the business environment. Some examples of appropriate and inappropriate attire are as follows:

Appropriate	*Inappropriate*
Pants or Skirts	
• Skirts (no more than 2" above knee)	• Sweatpants
• Slacks, khakis, capris	• Shorts (depending on work environment)
• Jeans (acceptable on Fridays/more casual days)	
Shirts	
• Collared or golf shirts	• T-shirts*
	• Halter tops/tank tops
• Sweaters, blouses or dress shirts	• Crop tops, clothing showing midriffs
Shoes	
• Casual shoes	• Flip flops
• Loafers	• Athletic shoes/tennis shoes (acceptable for more casual days)
• Open toe/open back shoes	

**T-shirts may be approved for specific events.*

Certain staff members may be required to meet special dress, grooming or hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job.

At the discretion of the Department Head, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing, or otherwise workplace inappropriate dress is not permitted.

Employees are expected to observe our Personal Appearance Policy while at work. Employees who report to work in unacceptable attire or appearance may be requested to leave work and return in appropriate dress. Such time off from work will be without pay for non-exempt employees.

Managers are responsible for ensuring employees project a professional image and adhere to the Personal Appearance Policy.

Workers' Compensation

Any employee sustaining an injury or an illness during the course and scope of his or her employment which is determined to be compensable under the provisions of the Workers' Compensation Law shall be entitled to receive Workers' Compensation leave after the seven (7) day waiting period. This leave shall not be counted against any accrued sick leave that the employee has accumulated. The employee is not permitted to substitute any other paid leave. Benefits that are receivable by the employee will be determined by the provisions of the Workers' Compensation Law.

Leave Policies

Annual Leave / Vacation

Upon retirement, employees will be paid for the balance of their unused vacation/annual leave. Employees who resign voluntarily will not be paid for unused vacation/annual leave.

Blount County Government offers eligible employees vacation/annual leave with pay. Employees are encouraged to schedule sufficient time off for relaxation to promote employee wellness. An employee may use this leave for any purpose he or she wishes, including vacations, unpaid holidays, volunteerism, or personal pursuits. These absences should be scheduled in advance with supervisory approval.

All regular, full-time employees are eligible for vacation/annual leave after 6 months of consecutive employment (introductory period).

The amount of vacation/annual leave to which an employee becomes entitled is determined by the employee's length of full-time service. Vacation/annual leave is granted or accrued, based on the employee's full-time date of hire.

Employees hired before January 1, 2019:

Except for the year of hire, vacation/annual leave is awarded on January 1 of each year. Vacation/annual leave is not accumulative and cannot be carried over to the next calendar year unless approved in writing by supervisor(s) due to operational demands. Vacation/annual leave is awarded in accordance with the following schedule:

Years of Service Completed	Number of Days Awarded
1 year to 10 years	10 days or 2 weeks
11years to 15 years	15 days or 3 weeks
16+ years	20 days or 4 weeks

For new employees, vacation/annual leave will be awarded after successful completion 6 months continuous service with Blount County Government and based on the following schedule:

Service Milestones during First Year	Number of Days Awarded
Completion of 6-month introductory period	5 days or 1 week
One-year anniversary date	5 days or 1 week

Example:

Date of Hire ---------- March 5, 2018
6 Months of Employment----- September 5, 2018
•Eligible Vacation Days--------5 days (1 week)
Anniversary Date of Hire ------- March 5, 2019
•Eligible vacation days --------additional 5 days (1 week)

On the following January 1st ------ January 1, 2020
•Eligible Vacation Days ------- 10 days (2 weeks)

Employees hired after January 1, 2019:

Eligible employees begin accruing vacation/annual leave after 6 months of consecutive employment. Employees may begin using accrued time as soon as it is available each anniversary year. Vacation/annual leave is accrued during periods of active employment; therefore, not accrued during an employee's unpaid personal leave of absence or unpaid time off. At the discretion of the Elected Official/Department Head, employees can be advanced up to five (5) days of vacation/annual leave each year. The days awarded in advance can be taken individually or consecutively. Alternatively, employees can take time off prior to earning paid vacation/annual leave by submitting a request for unpaid time off. Once earned, vacation/annual leave shall be paid as used, at the employee's current rate of pay and based on employee's regular work schedule. Employees hired after January 1, 2019 may carry over up to five (5) days, one (1) week, into each anniversary year.

For employees working 30 hours per week:

Years of Service Completed	Total Number of Hours Annually	Hours Accrued Per Pay Period
0 – 6 months	0 hours	0 hours
6 months – 1 year	30 hours	2.3077 hours
1 – 10 years	60 hours	2.3077 hours
11 – 15 years	90 hours	3.4615 hours

16+ years	120 hours	4.6154 hours

For employees working 37.5 hours per week:

Years of Service Completed	Total Number of Hours Annually	Hours Accrued Per Pay Period
0 – 6 months	0 hours	0 hours
6 months – 1 year	37.5 hours	2.8846 hours
1 – 10 years	75 hours	2.8846 hours
11 – 15 years	112.50 hours	4.3269 hours
16+ years	150 hours	5.7692 hours

For employees working 40 hours per week:

Years of Service Completed	Total Number of Hours Annually	Hours Accrued Per Pay Period
0 – 6 months	0 hours	0 hours
6 months – 1 year	40 hours	3.0769 hours
1 – 10 years	80 hours	3.0769 hours
11 – 15 years	120 hours	4.6154 hours
16+ years	160 hours	6.1538 hours

Vacation/Annual Scheduling Conflicts

Vacation/annual leave scheduling conflicts will be resolved fairly and appropriately as management sees fit. Generally, with all other factors being equal, preference will be given to the employee who makes the earliest request. Other legitimate factors may be considered, including seniority and the amount of vacation time previously taken by the employees involved.

Minimum Vacation/Annual Leave Increments

Eligible employees may take vacation/annual leave, with prior supervisory approval, at times that best meet the needs of the department. Employees must take vacation/annual leave in increments of at least one-half hour. It is each supervisor's responsibility to monitor such absences and to ensure that absences do not become excessive in relation to the hours worked by the employee.

Notice of Absence

Generally, requests for vacation/annual leave must be submitted to the supervisor at least one week in advance. Employees may have the right in certain circumstances to make leave requests under the Family and Medical Leave Act (FMLA) or other laws on shorter notice. If the employee is requesting vacation/annual leave for family or medical purposes, the employee must make sure that this purpose is made clear to supervisors. The supervisor must approve any exceptions to this provision or any conflicts in scheduling. A department may impose additional guidelines as necessary to ensure efficiency and adequate staffing levels.

Termination of employment

Employees will NOT be paid for unused vacation/annual leave upon termination of employment unless termination is due to retirement.

Pay in lieu of vacation
Blount County does not pay employees for unused vacation except upon retirement.

Annual Leave Scheduling
Leave requests are submitted electronically through UKG. Employees must submit annual leave requests to supervisors and receive approval prior to taking the leave.

Sick Leave Accrual

Full-time employees will receive full pay during incapacity caused by illness when accumulated sick leave is available, approved and taken. Employees may accumulate sick leave; however, it is non-compensable upon the employee's termination of employment. In the event of death, a maximum of up to 30 days accumulated sick leave will be paid to the employee's estate. An employee may be paid up to 30 days of accumulated sick leave immediately prior to retirement without the need for a doctor's statement.

Earning and Accumulating Sick Leave:

- Employees will earn one sick day per month of employment, beginning on the 1st of the month following the 30th day of employment.
- Sick days will be allocated to the employees on the 1st of every month.
- There is no maximum on the accumulation of sick days.
- Accumulated unused sick days can be certified to be counted toward retirement credit with TCRS.

Use of Sick Leave:
An employee may use sick leave for absence due to his or her own illness or injury or that of an immediate family member defined as:

- The employee's spouse;
- The employee's parents;
- The spouses' parents;
- Children or children under legal guardianship of the employee and/or spouse.

Sick leave may also be used for appointments with a licensed doctor, dentist or recognized practitioner.

Documentation of sick leave:
Employees are required to notify their immediate supervisor prior to their scheduled start time if sick leave is needed. After three (3) consecutive days of absence, a doctor's excuse may be required. The Department Head may also request a doctor's statement anytime they deem necessary.

Exhaustion of sick leave:
Employees who have exhausted accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay unless the employee has vacation/annual leave or compensatory time available. The employee may request the additional sick leave needed be credited against the vacation/annual leave or compensatory time.

Sick Leave Bank Guidelines

The purpose of the Employee Sick Leave Bank is to provide sick leave to full-time employees of Blount County Government who have suffered a qualifying personal illness, injury, or disability.
All full-time employees of Blount County Government who are entitled to sick leave under the Sick Leave Policy will be eligible to participate in the Sick Leave Bank provided they meet the requirements:

- Worked for one (1) continuous year.
- Have a minimum of six (6) accumulated sick leave days.
- Three (3) days of sick leave will be deducted from his or her personal accumulation and deposited to the Sick Leave Bank.

Employees electing to participate will do so during the Open Enrollment period with the effective date of February 1st. On January 1st of each year, each member will be assessed one (1) day to add to the bank. ALL donations of sick leave to the Sick Leave Bank are non-refundable and non-transferable, including initial days donated, yearly donation and any assessed days.

If at any time the number of hours in the Sick Leave Bank is less than one (1) day per member, the Trustees will assess each member one (1) or more (up to a maximum of 3) days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned day(s) will be donated as they are accrued by the employee.

By written notice to the Trustees, a member may withdraw from the Sick Leave Bank participation on December 31st. Membership withdrawal, however, will result in the forfeiture of all days contributed. Members of the Sick Leave Bank will be eligible to apply to the Bank for sick leave, only after having been a member of the Bank for thirty (30) calendar days.

Use of the Sick Leave Bank is restricted to illness, surgery or accident resulting in an absence of ten or more consecutive working days. A member must first utilize ALL accumulated vacation or sick leave before receiving leave from the Sick Leave Bank. After utilizing the Member's available vacation and sick leave, and any available comp time and personal days, receipt of leave from the Sick Leave Bank may begin.

Granted leave from the Bank, approved by the Trustees, will be awarded as needed not exceeding twenty (20) working days for which the individual applicant would have otherwise lost pay. Applicants may submit requests for an extension of such leave grants before or after prior grants expire. The maximum number of days any participant may receive in any fiscal year, which presently begins on July 1 and ends on June 30, is sixty (60). In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, any member of the immediate family or agent may file the request.

A physician's statement stating that the illness or accident will require more than a ten (10) day absence is required as a part of the application to receive sick leave days from the Sick Leave Bank. Also, a physician's statement of condition is required from any member requesting additional leave beyond the first twenty (20) days. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.

Sick leave granted to a member from the Sick Leave Bank need not be repaid by the individual except at such time as it is deemed necessary to uniformly assess all members.

Grants of sick leave from the Sick Leave Bank will not be made to any members due to elective and/ or cosmetic surgery, normal pregnancies or normal periods of time away from work due to childbirth, illness of any member of the participant's family, or during any period the member is receiving workers' compensation.

A member will lose the right to obtain the benefits of the Sick Leave Bank by:

- Resignation or termination of employment with Blount County Government;
- Cancellation of participation which is effective on January 1st of the next year;
- Refusal to honor such assessment as may be required by the Trustees;
- Retirement;
- Any documented proof of fraud or misrepresentation of facts in making application for use of sick leave from the Sick Leave Bank; or
- Changing to part-time employment status. (29 hours or less per week)

Sick leave used from the Sick Leave Bank shall not constitute creditable service for sick and annual leave accrual or for longevity purposes. The Board of Trustees may vote to expel any member if the member is found to have violated any of the provisions set forth herein.

Any member who receives Sick Leave Bank benefits using fraud or any misrepresentation of facts shall be liable for the reimbursement of all salary and benefits expended by the bank. In the event the Sick Leave Bank is dissolved, the total number of days on deposit shall be returned to the participating members and credited to their personal sick leave accumulated in proportion to the number of days each has contributed individually. Days returned under this section and credited to the individual participants accumulation shall be rounded to the nearest one-half (1/2) days.

Please refer to the Blount County Government Procedures Manual for Sick Bank application and appeal procedures.

Personal Leave

After successful completion of the 6-month introductory period, all full-time regular employees may be entitled to three (3) days of paid personal leave per year. Personal leave is not accumulative and may not be carried over into the following calendar year. The only exception is during the first year of employment (defined as anniversary year) up to 3 days of personal leave time may be carried over, if approved, into the following calendar year.
Example

Date of hire	Completion of introductory period	Eligible
March 2, 2008	September 5, 2008	3 days

Full-time regular employees will be eligible for three (3) days personal leave after six (6) months of employment. The January following, the employee is entitled to three days personal leave annually.

The scheduling/use of personal leave is approved at the discretion of the Department Head/Elected Official.

***Earned but unused personal days are not compensable upon separation of employment.*

Bereavement Leave / Funeral Leave

In the event of a death in the employee's immediate family, (immediate family is defined as spouse, parents, spouses' parents, children, step-children, brother, sister, grandparents, grandchildren, and spouses' grandparent) the employee is allowed three (3) working days of paid bereavement leave. If additional leave is needed, two (2) sick days may be used. The Department Head may request the employee to provide written documentation indicating the name of deceased, relationship to employee and dates of bereavement leave. **Please note that Blount County Government does not allow the purchase of flowers and/or donations for the death of an employee or family member of an employee from operating funds of the department.

Holidays

Blount County publishes a holiday schedule each year to be uniformly observed, unless otherwise determined by the Department Head/Elected Official to avoid interruption of a public service. Full-time, regular, and introductory employees who are not required to work on the holiday will receive their regular rate of pay for the day. If a holiday falls within an employee's scheduled vacation period, vacation time will not be charged for the holiday. Hours worked by non-exempt employees required to work the holiday will be added to the employee's holiday bank for later use.

A non-exempt employee must work the day before and the day after a holiday to be paid for the holiday unless prior approval for the absence was granted.

Part-time employees are not eligible to receive holiday pay.

Leaves of Absence

All full-time regular employees may be granted a period of personal leave without pay wholly at the discretion of the Elected Official or Department Head.

Leaves of absence must be requested in writing to the Department Head/Elected Official. This request should be made enough in advance to provide supervisors sufficient time to assess workload and consider the planned leave of other employees. The Department Head/Elected Official reserves the right to deny or cancel leave of absence.

Elected Officials may elect to disallow leaves of absence within their department. Employees must verify the allowance of leaves of absence with supervisors within the department. If leaves of absence are allowed, the leave request must be approved in writing. The written approval must be given to the Human Resources/Payroll Department.

Leave other than FMLA Leave: Employees may be granted leaves of absence for serious health or other conditions where FMLA leave is not applicable or has expired, for job-related educational or professional

development, and for the employee's demonstrated personal necessity (to handle personal or family crises or for bereavement).

Leave Requests
Requests for a leave of absence must be made in writing to the employee's department manager with a copy to Human Resources, and should indicate the reason and the length of leave requested. The department head/elected official should review and act upon non-FMLA request for leave in consideration with the following factors:

- The purpose for which the leave is requested.
- The length of time the employee will be away.
- The effect the leave will have on the ability of the department to carry out its responsibilities.
- The quality of the employee's performance prior to the submission of the request.

Written approval from the department head/elected official is required for final approval.

An employee should submit the request for leave at least 30 days in advance of the anticipated leave where the leave is foreseeable. When the leave is not foreseeable, an employee should submit the request form within two (2) days of the time the need for leave becomes known to the employee.

The employee may also be required to submit recertification of the need for continuing leave every 30 days. The County may require that the employee undergo an examination by a physician of the County's choice prior to determining whether leave or an extension of leave will be granted.

Conditions of Leave

Employees may not take a leave of absence to pursue, accept, or work another job.

A leave of absence may be paid or unpaid, depending on the employee's leave accruals. While on an approved leave of absence, an employee must use annual, personal, or sick leave, in accordance with the County Leave Policies. All leave accruals must be exhausted prior to being placed in an unpaid leave status.

Benefits Coverage

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of his/her benefit premium. Employees taking an unpaid leave of absence are responsible for contacting the Human Resources Department to arrange for the payment of benefit plans.

During an employee's leave of absence, benefits will be administered in accordance with the benefits policies. Eligibility for continued benefits is not dependent on the employee's pay status. To ensure there is no disruption or discontinuance of benefits, an employee who is out of the workplace on an approved leave of absence MUST contact the Human Resources department for information about protecting and maintaining his/her benefits.

Employees placed on leave, excluding Board of Education employees (teachers) whose leave is governed by Board of Education policies, may continue benefit coverage for a period of one year (12 months). If the leave of absence exceeds one year, benefits will be terminated at the end of the first year.

EMPLOYEES TAKING AN UNPAID LEAVE OF ABSENCE MUST CONTACT THE HUMAN RESOURCES DEPARTMENT TO ARRANGE THE PAYMENT OF BENEFIT PLANS DURING THEIR LEAVE. FAILURE TO MAKE THE REQUIRED PAYMENTS WILL RESULT IN THE TERMINATION OF PLAN COVERAGE.

Returning to Work from Medical Leave (FMLA or Leave of Absence)

Upon returning to work from FMLA or a leave of absence, eligible employees will normally be restored to the same position or an equivalent position with equivalent pay, benefits and other employment terms and conditions. An employee returning from a leave of absence of thirty (30) calendar days or longer must notify the Department Head/Elected Official of his/her intention of returning to work at least fourteen (14) days prior to returning from leave. For leaves of absence involving a health condition, the Return-to-Work Form and/or fitness for duty evaluation from a physician is required before permitting the employee to return to work, regardless of the length of leave.

Reinstatement Procedures

An employee who has been on a leave of absence for a period of 30 calendar days or longer shall notify the Department Head/Elected Official of his/her intention of returning at least 2 weeks prior to returning from leave. Failure to file such notice, or failure on the part of the employee to report promptly at the expiration of the leave of absence, except for satisfactory reasons submitted in advance, shall be a cause for dismissal.

Upon receiving notification of the employee's availability, the supervisor or department head will arrange to have the employee resume his or her previous position, if available.

If the previous position is no longer available, the employee may be considered for other open positions which he or she may be qualified for and as they become available.

If no position exists, the employee will remain on leave until a suitable opening develops. If such an opening does not occur within a 60-day period, any obligation to reinstate the employee is discontinued and the employee's leave status is changed to a voluntary termination. Future reemployment would be as a rehire with only legally required reinstatement of applicable benefits.
For leaves of absence involving a health condition, the Return-to-Work Form and/or fitness for duty evaluation from a physician is required before permitting the employee to return to work.

Family Medical Leave Act (FMLA)

Blount County offers leave under the Family Medical Leave Act (FMLA) for eligible employees.

Eligibility: Employees who have worked for Blount County Government at least one year and for 1,250 hours during the twelve (12) month period preceding the request are eligible to take up to twelve (12) weeks of unpaid leave annually when the absence is necessitated by any of the following circumstances:

- the birth or placement for adoption or foster care of a son or daughter;
- employee’s own serious health condition that prevents employees from performing the essential job functions;

- the serious health condition of a son or daughter, parent, or spouse under the care of the employee;
- because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered service member on active duty, or who has been called to active duty;
- to care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the service member (leave period for military caregivers is 26 weeks).

Applications: Applications (available in the Human Resources Department) for FMLA leave must be submitted in writing. Applications should be submitted at least thirty (30) days before the leave is to start, or as soon as possible if leave is not foreseeable. Employees must provide the County with an appropriate medical certification when requesting FMLA leave.

Certification: Requests for leave related to the employee's own serious health condition, or to care for the serious condition of a son or daughter, parent or spouse, require certification from the treating healthcare provider. Healthcare Provider Certification Forms are available from the Human Resources Department.

Measuring: Blount County has chosen the "measured forward" method that entitles employees to 12 weeks of leave during the year beginning on the first date the FMLA leave is taken after the previous 12-month period ends.

Example: The 12-month period begins Sept. 1, 2020, if that is the first day of FMLA leave. If all FMLA leave is exhausted during the following 12-month period, the next date FMLA leave could be taken would be Sept. 1, 2021.

Intermittent or Reduced-Time Leave: FMLA leave can be taken on an intermittent or reduced-time basis under certain circumstances. Employees may request intermittent or reduced leave for the following reasons:

- when medically necessary to care for a seriously ill family member, or because of the employee's own serious health condition;
- for the birth or placement of a child for adoption or foster care. Intermittent or reduced time leave shall not exceed 12 weeks combined if both spouses are employed by the County.

Only the amount of leave taken while on intermittent/reduced schedule leave may be charged as FMLA leave. If employees need intermittent/reduced schedule leave for planned medical treatment, the employee must work with supervisors to schedule the leave, so it does not unduly disrupt the department's operations.

The County may, in its sole discretion, temporarily transfer an employee on intermittent leave to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Serious Health Condition: "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
- a period of incapacity requiring absence of more than three calendar days from work that also involves continuing treatment by (or under the supervision of) a healthcare provider;
- any period of incapacity due to pregnancy, or for prenatal care;
- any period of incapacity (or resulting treatment) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.);
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, dialysis, etc.),
- any absences to receive multiple treatments (including any period of recovery) by, or on referral by, a healthcare provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Medical/Dental Insurance Premiums: During FMLA leave, the County will continue to pay its portion of the medical/dental insurance premiums. Employees must continue to pay the employee portion of the premium. Employee portions of insurance premiums should be paid continually according to the payroll schedule (i.e., semi-monthly).

Employees who do not return to work at the end of FMLA leave may be required to reimburse the County for payment of insurance premiums, unless the employee's failure to return is due to a serious health condition which prevents the performance of the job or circumstances beyond the employee's control. Employee's may then choose to elect COBRA coverage. Sufficient notice will be given to the employee at the end of FMLA when and if this event occurs. Employees will be responsible for any other elected contributions while out on FMLA.

Accrued Leave: Employees are required to use all available paid time off during FMLA leave. Accrued leave and FMLA leave are used at the same time; employees do not take accrued leave first and then take FMLA.

During unpaid leave, employees will not accrue employment benefits, such as vacation/annual leave, sick leave, pension, etc. while on family and medical leave unless the employee is receiving regular pay by using available paid time off.

Employment benefits accrued through the day the family leave of absence begins will not be lost.

Return to Work: Upon returning from family and medical leave, eligible employees will normally be restored to their job, or an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Use of family and medical leave cannot result in the loss of any employment benefit that employees earned or were entitled to before using family and medical leave.
While on FMLA leave, employees must periodically update (if possible) supervisors or Department Heads regarding medical status/condition and indicate an intended to return to work date. Appropriate forms must be submitted to Human Resources to initiate FMLA leave or to return to active status. The Return-to-Work Release form provided with the initial FMLA application MUST be returned to Human Resources prior to returning to work. Failure to submit the Return-to-Work Release for will delay returning to work!

Extensions: Family and medical leave is available for twelve (12) weeks. The County may, at its discretion, approve extended personal leave without pay beyond that time. Any such leave will not be job protected. Requests for extended personal leave must be submitted to the Human Resources Department. If possible, requests for extended leave should be submitted two weeks in advance of the previously scheduled return to work date.

Returning to Work from Medical Leave (FMLA or Leave of Absence)

Upon returning to work from family and medical leave or leave of absence, eligible employees will normally be restored to their job, or an equivalent job with equivalent pay, benefits, and other employment terms and conditions. An employee who has been on a leave of absence for a period of 30 calendar days or longer shall notify the Department Head/Elected Official of his/her intention of returning at least 2 weeks prior to returning from leave. For leaves of absence involving a health condition, the Return-to-Work Form and/or fitness for duty evaluation from a physician is required before permitting the employee to return to work.

Maternity Leave

Pregnancy, childbirth, and related conditions will be treated as any other temporary medical disability regarding leave policies. Leave is available under the same terms and conditions as for other similar purposes, for a period not to exceed four (4) months which is counted as part of Family Medical Leave (see Family Medical Leave):

- The employee must have been employed by the County for at leave twelve (12) consecutive months as a full-time employee.
- In cases of adoption or foster care, the child must be under the age of one (1) year at the time of placement.
- The employee must give the County at least three (3) months advance notice of the anticipated date the leave is to begin, except in cases of emergency; the entitlement to leave begins on the date of birth or placement and ends six weeks thereafter.

Parental Leave

An employee who has been employed by Blount County Government for at least twelve (12) consecutive months as a full-time employee, may be absent from employment for a period not to exceed four (4) months in connection with pregnancy and childbirth. Eligibility for parental leave under this policy and the Family and Medical Leave policy counts against your entitlement under both laws. The specific content of the Tennessee Parental Leave Act found at T.C.A. § 4-21-408 is reproduced as follows:

Leave for adoption, pregnancy, childbirth and nursing an infant:

- Employees who have been employed by the same employer for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing an infant, where applicable, referred to as "leave" in this section. Regarding adoption, the four-month period shall begin at the time an employee receives custody of the child.

- Employees who give at least three (3) months' advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.
- Employees who are prevented from giving three (3) months' advance notice because of a medical emergency that necessitates that leave begin earlier than originally anticipated shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months' advance notice.
- Employees who are prevented from giving three (3) months' advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) month's advance notice.
- Leave may be with or without pay at the discretion of the employer. Such leave shall not affect the employees' right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position; provided, that the employer need not provide for the cost of any benefits, plans or programs during the period of such leave, unless such employer so provides for all employees on leaves of absence.

If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave period.

The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if an employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part-time or full-time for another employer during the period of leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave.
Whenever the employer shall determine that the employee will not be reinstated at the end of the leave because the employee's position cannot be filled temporarily or because the employee has used the leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

Nothing contained within the provisions of this section shall be construed to:

- Affect any bargaining agreement or County policy that provides for greater or additional benefits than those required under this section
- Apply to any employer who employs fewer than one hundred (100) full-time employees on a permanent basis at the job site or location
- Diminish or restrict the rights of teachers to leave pursuant to title 49, chapter 5, part 7, or to return or to be reinstated after leave

Military Leave (approved by County Commission 05/17/2018)

Employees who are members of any U.S. military reserve component, including the Tennessee Army and the Air National Guard, will be granted a leave of absence for all periods of military service during which they are engaged in the performance of duty or training for this state or for the United States of America under competent orders.

While on leave, the employees will receive their regular compensation for a period not to exceed twenty (20) working days per calendar year, plus any additional days that may result from a call to active state duty by the Governor. Such requested leave shall be supported with copies of the armed forces order.

If a holiday occurs during the employee's leave, he/she will receive holiday pay.

An employee required to report for military training must provide the appropriate orders to their supervisor. A Change of Status form must be completed and forwarded, along with a copy of the employee's military orders, to the Human Resources Department.

Any benefits the employee has elected will be suspended if and when the employee's military coverage takes effect. The employee will continue to pay the monthly premiums until military benefit coverage takes effect. The employee will be allowed to resume benefit coverage (with no waiting period) with Blount County upon his/her return to employment with the County.

Jury Duty or Court Appearance

When employees must miss work due to jury or witness duty, the employee will be excused from work. Notice must be given to direct supervisors. Witness duty must pertain to job-related business for excused absence with regular pay. This also includes subpoenas to court on non-work-related issues.

Employees working day shifts, and whose jury service was under three hours, are expected to return to work upon being released from service. Employees working second or third shift are excused from the shift before their first day of jury duty, and if they have served for 3 hours or more on the day they are released, are also excused from the first shift that follows their release from jury duty.

Blount County Government employees are paid his or her regular wages in addition to jury duty pay received from the government unit involved. Employees are allowed to keep the jury duty pay.

Voting Leave/Elections

In accordance with Tennessee State Law, employees entitled to vote in an election held in this state may be absent from work on the day of the election for a reasonable amount of time, not to exceed three (3) hours.

Employees whose shift begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the polls close in the County in which the employee resides are ineligible for this leave.

For time off for voting, employees must arrange the time off with direct supervisors before 12:00 noon of the day before the election. Supervisors may select the hours during which employees may be absent for voting.

Employee Benefits

Benefits Eligibility

Employees working a minimum of thirty (30) hours per week are eligible for benefits. These benefits currently include medical coverage, dental coverage, and supplemental benefit options.

Employees whose hours drop below thirty (30) hours per week on a regular basis will lose eligibility for medical/dental and other insurance coverage. The employee and all covered dependents will be offered COBRA. Employees are responsible for listing only dependents that are eligible for coverage as defined by the plan rules. If a covered dependent becomes ineligible based on the plan rules, it is the employee's responsibility to notify Human Resources immediately.

Benefits Effective and Termination Dates

Benefits begin the 1st of the month after thirty (30) days of employment. For example, if the hire date is January 18th coverage will begin on March 1st.

Because benefit premiums are paid current, the termination effective date for benefits is based on the number of paychecks received in a month. For example, employees receiving one (1) check during the month in which employment terminates, benefit coverage will end on the 15th of the month. Employees receiving two (2) or more checks during the month, benefit coverage will end on the last day of the month.

Medical/Dental Coverage

Currently, employees must enroll for coverage within thirty (30) days of employment or an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for medical/dental coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Human Resources.

Information regarding the current medical/dental plan and premiums is available from Human Resources or on the web site https://www.blounttn.org/761/Blount-County-Government-Benefits .

Identification Cards

Identification cards for employees enrolling in benefits will be mailed to the employee's home address. Identification cards can be printed or downloaded by visiting www.blountcountybenefits.com.

Annual Open Enrollment Period

Medical and dental plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during the annual open enrollment period each fall. Employees are required to review notices, home mailings, and department memos for information about the benefits for the upcoming year. Typically, the enrollment/change period occurs in the
Fall of each year. It is the employee's responsibility to stay informed of benefit changes.

Benefit Premiums/Payroll Deductions

Employees are responsible for reviewing paychecks to ensure the appropriate benefit premiums have been deducted. Deductions will begin the first pay period of the month in which coverage begins. Benefit premiums are deducted from 24 pay periods per year. Employees on unpaid leave or no-pay status must contact Human Resources to make payment arrangements. Failure to pay premiums while on no-pay status will result in the loss of coverage!

COBRA

If insurance coverage is discontinued due to termination of employment, a reduction in work hours, or other qualifying event, the employee and any covered dependents may be eligible to continue coverage through COBRA.

For a full explanation of COBRA terms and eligibility, contact Human Resources or refer to the "General COBRA Notice" received at time of enrollment.

Employee Assistance Program (EAP)

Blount County Government is very concerned with the physical and emotional well-being of its employees and their families. The Employee Assistance Program (EAP) provides up to five (5) free and confidential counseling sessions per topic to employees and the members of the household who are dealing with difficult issues.

If you have questions about the EAP or would like more information regarding any of the programs, contact Human Resources.

Health Savings Accounts (HSA)

Health Savings Accounts (HSA) are savings accounts that allow employees to save money for future qualifying medical expenses through pre-tax payroll deduction or lump-sum deposits. Employees must be enrolled in a Qualified High Deductible Health Plan (QHDHP) in order to participate in the HSA (Bronze Plan). For more information on Health Savings Accounts please contact the Human Resources Department at 865-273-5780.

Flexible Spending Accounts (FSA)

Flexible spending accounts allow an employee's medical out-of-pocket expenses and dependent care expenses to be paid with "before tax" dollars. Employees electing this benefit have a selected amount deducted from each paycheck. The maximum annual contributions to FSAs follow IRS guidelines.

Membership in Blount County's medical plan is NOT required to participate in a flexible spending account. Employees may enroll at the time of hire or during the annual open enrollment period. Re-enrollment is required each year to continue participation.

Change in Status

Employees are required to report personal changes and/or changes in work status to Human Resources ***within thirty (30) days of any status change***. This includes:

- dependent status change,
- address change,
- divorce,
- marriage,
- birth or adoption,
- reduction in work hours, or
- any other change that could affect benefit plan eligibility.

Supplemental Benefits

Blount County offers supplemental voluntary benefits employees may purchase. The voluntary coverage options include long term disability, short term disability, accident, term life, cancer, critical illness/cancer, and vision as well as the State of TN 457(b), 401k, and Roth 401K plans. These additional benefit options are administered through payroll deduction. Information on these products is provided at orientation and during the annual open enrollment period. For more information on these products contact Human Resources.

Workers' Compensation

If an employee experiences an on-the-job injury or illness, the employee is required to:

- Report the incident to the supervisor immediately;
- Ensure that the supervisor completes the First Report of Injury form provided by the State of Tennessee;
- Select a physician by completing the Employee's Choice of Physician form provided by the County;
- If an employee requires emergency medical treatment, the employee should go to the nearest emergency room of their choice. If the situation warrants, contact the local ambulance service for transport;
- Notification to Risk Management should be made as soon as possible.

If a follow up appointment is required after the initial visit to the emergency room, the injured worker must choose a physician from the Employee's Choice of Physicians form. The injured worker is not authorized to return to the emergency room for follow up treatment (i.e., removal of stitches, change of injury dressing, etc.).

If the claim is deemed compensable, Risk Management or the County's third-party administrator will schedule the initial appointment with the medical provider selected. Employees or supervisors are not authorized to schedule the initial appointment with a medical provider for Workers' Compensation injuries.

The injured worker is required to attend all scheduled appointments with the authorized treating physician and/or approved physical therapist. If an appointment must be rescheduled, notify Risk Management and they will reschedule the appointment.

It is the injured workers' responsibility to notify their supervisor and Risk Management if the authorized treating physician instructs the employee not to return to work, or to return to work with restrictions by providing the forms from the physician. It is also the injured workers' responsibility to notify their supervisor and Risk Management when the physician releases the injured worker to full duty by providing the forms from the authorized treating physician.

If the restrictions assigned by the authorized treating physician cannot be met within the department, Risk Management may offer the injured worker Alternate Duty. Alternate Duty is a temporary job assignment that will accommodate the injured workers' restrictions assigned by the authorized treating physician. Modified duty will be offered to the injured worker upon availability. The alternative job duties will be productive and valued work that can be performed safely and without risk of re-injury or aggravation to the disability, or risk to other employees.

Copies of all paperwork, including return to work forms, must be turned in to your supervisor and Risk Management.
If you are released to return to work with restrictions from your physician, and Blount County can provide you with a job that meets those restrictions, you are required to return to work and complete the assigned tasks.

Life insurance

Blount County provides Life Insurance to employees who work at least 30 hours per week on a regular basis. The County provides (1) one times the employee's salary, up to a maximum benefit of $50,000; the coverage is two (2) times the amount for accidental death.

The plan document is available in the Human Resources Office or on the HR web site at https://www.blounttn.org/761/Blount-County-Government-Benefits.

Tennessee Consolidated Retirement Systems (TCRS)

Membership:	*Employed six months (full-time) to be a member
Contribution Requirement:	*Five percent of salary
Vesting:	*Vesting rights after 5 years of service

(A vested member is one who has accrued enough years of service to guarantee a retirement benefit once age requirements are met)

Refunds:	*Upon separation of employment, participants may apply for a refund of account balance.

Federal withholding tax requirements apply to early withdrawals.

Income Benefit Eligibility:	*Age 60 or 30 full years of service for unreduced income benefits. *Age 55 for reduced income benefits.

Income Benefit Eligibility (Sheriff's Office-Post Certified Personnel):

*Age 55 with 25 years of creditable service.

Average Final Compensation:	*The average of the five highest consecutive years of salary, which cannot exceed 75% of average final compensation.

Employees planning to retire must apply online with TCRS ninety (90) days prior to the planned retirement date. Contact the Human Resources Department for additional information or assistance.

Benefits Eligibility Upon Retirement

Employees retiring from Blount County Government at any age with 30 years' service or at age 60 with at least ten (10) years' consecutive service with Blount County Government may elect to continue coverage under the County's medical, dental and vision plans. Employees considering retirement must contact the Human Resources Department at least three (3) months prior to the potential retirement date to verify benefit eligibility.

Tuition Reimbursement

Tuition reimbursement is a plan which offers financial assistance to an employee who takes college-level courses directly related to his/her work or to a position the employee might conceivably be considered for in the future and which is likely to increase his/her value to the County. This program is not specifically intended to support a full-time course of study but is designed to enhance the quality of work that the individual brings to the job. It is provided to those employees classified as regular full-time who have satisfactorily completed one year of continuous service. To receive reimbursement under this policy, an employee must agree to continue in employment with Blount County for at least one year from the date of completion of the course(s) being reimbursed and to return the reimbursement if the employee does not continue employment for at least one year. Tuition Reimbursement is available when the following requirements have been met:

- Courses are job-relevant, college-level courses taken at an institution that is accredited (as recognized by the US Department of Education, Office of Postsecondary Education), found at http://www.ope.ed.gov/accreditation/search.asp, and must be on a for-grade basis and printed out and attached to the approval form. Courses taken on a pass/fail or audit basis that are job-relevant or are required for a degree program that is job relevant, may be eligible for tuition reimbursement; however, such courses must be presented to his/her immediate supervisor and then to the Department Head/Elected Official of the employee for consideration and approval. It is the responsibility of the employee making the request to make it clear on his/her pre-approval form that the course is pass/fail or is on an audit basis.

- The employee has submitted a Tuition Reimbursement Form for pre-approval to his/her immediate supervisor. The Department Head/Elected Official will review the pre-approved form to determine whether or not the course is eligible for reimbursement. Tuition Reimbursement Forms are available on the Blount County web site/Human Resources Department. Failure to obtain pre-approval from his/her immediate supervisor may result in denial of the tuition reimbursement request.

- Upon completion of the course, the employee must submit proof that he/she has received a grade of C or better if a course was taken on a for-grade basis, or the employee must submit written proof from the instructor and/or sponsor that the employee satisfactorily completed a course on a pass/fail and/or audit basis. Proof must be submitted by official transcript, delivered unopened by the employee or sent directly from the school. The employee must also submit the itemized tuition receipt verifying cost and payment of tuition. This receipt must show a listing of all costs by item (e.g., maintenance/tuition, activity fee, etc.) must show the dates the fees were assessed and paid, must show payment amount(s) and method of payment (e.g., check, credit card, financial aid, etc.), and must indicate a zero balance on the account. Submission for completed course will be returned to the Department Head/Elected Official of the employee for

review and forwarded to the Accounting Department for reimbursement. Copies of completed course work will be placed in the employee's training and/or personnel file.

- The employee affirms that he/she has not been totally reimbursed for this approved educational training by some other funding source. Persons being supplemented under any other program(s) (e.g., state supplements, G.I. Bill, scholarships including the Tennessee Education Lottery Scholarship program, government funding, etc.) are only eligible for benefits under Blount County Government's reimbursement program for the difference between the cost of the approved training and any other funding source(s) up to the maximum reimbursement cap of $1,800 per fiscal year, $600 per semester or $450 per quarter.

Employees will not be reimbursed for late fees, cost of books, service fees, technology fees, athletic fees. Employees will be reimbursed for maintenance/tuition fees upon submission of a transcript as follows:

For Grade Basis	% Reimbursement
A	100%
B	90%
C	80%
Below C	No Reimbursement
Pass/Fail or Audit	50% Undergraduate Coursework
	100% Graduate Coursework

Employees intending to take courses must have forms to supervisors in January of each year. Approval forms must be completed prior to the start of each semester. Each approval must have the authorization of the Department Head/Elected Official to ensure funds are available for reimbursement. The Elected Official may suspend tuition reimbursement at any point due to lack of funding. Any violation of this policy or procedure will result in the employee refunding all tuition back to Blount County and will be considered a serious violation.

Professional Development Courses

Professional development courses paid by Blount County will follow the same procedure for pre-approval by the immediate supervisor and the Department Head/Elected Official. Completed course documentation (certifications, transcripts, etc.) will also be placed in the training/personnel file. To encourage all employees to become more computer literate, Blount County will reimburse employees under this policy for the successful completion of up to one non-accredited computer course per year taken during non-work hours. The course must be approved in advance on the Tuition Reimbursement Form by the Department Head/Elected Official as cost effective and appropriate for education in standard computer software skills. This provision does not apply to or have any effect on computer training that a department may approve and fund during work hours.

Blount County Government Human Resources Dept.

Memo

To: Human Resources Committee

From: Jaclyn Johnson, Director of Human Resources and Payroll

cc:

Date: July 16, 2024

Re: 2024 Blount County Government Employee Handbook Changes

Blount County Government Human Resources Department is proposing changes to the Grooming Standards policy currently in place. The current policy does not align with the Crown Act of 2022 which passed the State of TN as well as the US House of Representatives. At the suggestion of our employment attorney, we propose that the Grooming Standards policy be amended as follows:

Grooming Standards

- Hair should be neat and clean;
- Hair length, style and color should be appropriate for the job;
- Facial hair (for males) should be clean;
- Jewelry should be appropriate for the work setting and convey a professional appearance;
- Visible piercings should be limited to the ear;
- Refrain from wearing perfumes or using lotions with a strong odor which could be offensive to coworkers;
- Visible tattoos should be covered during work hours.

The current policy states:

Grooming Standards

- Hair should be neat, clean and trimmed;
- Hair length, style and color should be appropriate for the job;
- Any hair style which projects an unprofessional appearance should not be worn while working
- Facial hair (for males) should be clean and neatly trimmed;
- Jewelry should be appropriate for the work setting, convey a professional appearance and should not be excessive;
- Visible piercings should be limited to the ear;
- No other body piercings that are visible are allowed;
- Refrain from wearing perfumes or using lotions with a strong odor which could be offensive to coworkers;
- Tattoos that are visible must always be covered during work hours.

Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Draft

Human Resources Committee

Tuesday, July 16, 2024 | **5:00 PM** | **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 871 3283 7740

ROLL CALL.

The Human Resources Committee met on Tuesday, July 16, 2024 at 5:00pm in the Blount County Courthouse of Maryville,TN. Chairperson Anderson called the meeting to order. A roll call was taken with the following present. Chairperson Anderson declared that a quorum did exist.

Present 10 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells

Absent 2 - Sheriff Jim Berrong, and Highway Superintendent Jeff Headrick

A. SETTING OF AGENDA.

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

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

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

C. APPROVAL OF MINUTES.

1. HR Committee Meeting Minutes 11/14/2023

Attachments: Human_Resources_Committee_23-11-14_Meeting_Minutes.pdf

A motion was made by Commissioner Carver, seconded by Mayor Mitchell, to approve the November 14, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

D. REPORTS (INFORMATION ONLY).

1. Fund 264 - Revenue and Expenditures FY 23-24

Attachments: HR_Revenue and Expenditures FY23 24

2. Employee Summary Report - June 2024

Attachments: Employee Summary Report 6/2024

3. Blount County Highway Department's Employee Handbook

Attachments: Memo outlining changes to the BCHD Employee Handbook
BCHD Employee Handbook

4. Blount County Sheriff's Office Employee Policy and Procedure Manual

Attachments: Memo Outlining Changes to the BCSO Employee Policy and Procedure Manual
BCSO Employee Policy and Procedure Manual

5. Blount County Public Library Employee Handbook

Attachments: Memo - No changes to the BCPL Employee Handbook
BCPL Employee Handbook

E. DISCUSSION AND POSSIBLE ACTION.

1. 2025 Pharmacy Benefit Manger (PBM)

Attachments: A DRAFT RESOLUTION APPROVING AN AGREEMENT WITH CVSCAREMARK FOR THE ADMINISTRATION OF EMPLOYEE PRESCRIPTION BENEFITS.doc
CBIZ Presentation - PBM Employers Health CVS Caremark.pdf
Prescription Benefit Services Agreement.pdf

A motion was made by Commissioner Wells, seconded by Mayor Mitchell, to approve the Prescription Benefit Services Agreement with CaremarkPCS Health, LLC and Employers Health Purchasing Corporation and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

2. Medical Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2025.doc
CBIZ Presentation - 2025 Medical Rates.pdf

A motion was made by Commissioner Carver, seconded by Commissioner Giles, to approve the medical premium rate structure for the 2025 plan year and forward the resolution to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

3. Dental Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE DENTAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN EFFECTIVE JANUARY 1, 2025
CBIZ Presentation - 2025 Dental Rates.pdf

A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2025 plan year and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

4. Amendment to the Blount County, TN Employee Handbook

Attachments: A DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK
Exhibit A - BCG Employee Handbook

Memo Outlining Changes to the Blount County Handbook

A motion was made by Commissioner Wells, seconded by Commissioner Carver, to approve the amended Blount County, TN Employee Handbook and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

5. Amendment to the Blount County Compensation Plan

Attachments: A DRAFT RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION POLICY FOR BLOUNT COUNTY, TN.doc
Exhibit A - Blount County Government Compensation Policy

Memo outlining Classification and Compensation Plan Changes

A motion was made by Mayor Mitchell, seconded by Commissioner Carver, to approve the amended Blount County, TN Classification and Compensation Policy and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

F. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements were made.

G. ADJOURNMENT.

The Chairman declared the meeting adjourned.

Legislation Details (With Text)

File #:	RES 24-239	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/1/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Resolution No. 24-08-016, A Resolution Amending the Classification and Compensation Policy for Blount County, Tennessee.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Resolution 24-08-016 Amending the Classification and Compensation Policy Exhibit A - Blount County Government Compensation Policy Memo outlining Classification and Compensation Plan Changes Minutes of HR Committee 2024-Jul-16				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		
7/16/2024	1	Human Resources Committee		

Resolution No. 24-08-016, A Resolution Amending the Classification and Compensation Policy for Blount County, Tennessee.

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RESOLUTION NO. 24-08-016

SPONSORED BY: Commissioners Jared Anderson, Richard Carver, John Giles, Tom Stinnett, and David Wells

A RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION POLICY FOR BLOUNT COUNTY, TN

WHEREAS, on the 15th day of June, 2023, the Blount County Board of Commissioners adopted Resolution 23-06-013 adopting the Classification and Compensation policy for Blount County Government and the Blount County Highway Department; and

WHEREAS, the County has determined that a revision is needed to the Promotion subsection of the Classification and Compensation Policy to address unsatisfactory performance and possible employee dissatisfaction after a promotion, such revisions and updates now incorporated into the policy attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 15th day of August 2024, that the County's Compensation Policy, which is attached hereto as Exhibit A, is hereby adopted; and

BE IT FURTHER RESOLVED the Blount County Human Resources Director will administer the plan and make all adjustments to the plan with accordance to the plan philosophy and structure once approved; and

BE IT FURTHER RESOLVED that this Resolution and Compensation Policy supersedes previous salary policies, personnel systems, plans or guidelines and will remain in effect until a subsequent plan is approved.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.

CERTIFICATION OF ACTION

Commission Chairman

County Mayor

- ☐ Approved
- ☐ Vetoed

ATTEST

County Clerk

Date

Blount County Government
Human Resources Department

Compensation Policies

The following policy outlines the administration of pay changes based upon the category of change. All final decisions on the administration of pay are subject to approval by Blount County Commission. In all instances of employee/job reassignment, the employee would be placed in the range, not to exceed the maximum of the range unless specifically stated. Unless otherwise stated, any change in pay would be effective with the next full pay period.

A. Reclassification

1. When a job has been reclassified to a higher pay grade, the employee's salary shall increase at least 5% in the new pay grade that includes the new salary but is not more than the maximum salary of the new pay grade.

   If the reclassification results in an upgrade of one pay grade, the employee's pay will be moved upward by 5%. An upgrade of two or more pay grades will increase the employee's pay by an additional 2.5% increase for each additional pay grade, up to a maximum of 15%. Any increase of more than 10% would require documentation by the department or agency and a supporting recommendation from Human Resources.

   For general reclassifications resulting from an internal or external compensation study or resulting from the normal budget process review:

   a. Employees in positions on or before the first day of the fiscal year: the effective date of any approved change will be the first day of the new fiscal year (or the effective date of implementation as approved by the County Commission) provided that the employee has completed the appropriate introductory period.

   b. Individual reclassification completed outside the normal budget cycle: the effective date of the pay increase will be consistent with the next full pay period.

   Reclassification or changes in pay grade, whether resulting from an internal or external compensation study or individual change in pay grade, ***shall not be*** retroactive with respect to calculating the new salary.

Internal Equity Adjustments are not tied to performance measures. ***The leadership may determine an Internal Equity Adjustment strategy that is separate and apart from the guidelines that cover reclassification.***

Internal Equity Adjustments, resulting from an internal or external comprehensive review, can be to a higher or lower pay grade and are not considered a reclassification, promotion, or demotion.

2. When a job has been reclassified to a lower pay grade, the affected employee(s) shall have their pay grade adjusted accordingly. The effective date will be the day following the Board of Commissioners adoption date and the change will be reflected in the next full pay period.

   If, after the pay grade adjustment, the employee(s) salary is greater than the maximum salary of the new pay range, the employee will continue to be paid at the higher rate of pay. The salary would be "frozen" and the employee is typically ineligible for any pay adjustment until the range "catches up" with the salary and allows for movement.

B. Promotion

1. When an employee is promoted as a result of a job change or job progression to a higher pay grade position within the same or to a different salary schedule, the salary placement within the new pay grade shall be determined as follows:

   Apply 5% on the salary of the previous grade/schedule and salary for promotions of one paygrade, and an additional 2.5% for each additional pay grade up to a maximum of
   15%.

   The resulting pay will be no less than the minimum of the new pay grade and no less than a 5% salary increase, but not more than the maximum salary of the assigned pay grade. The effective date will be the day of approval.

2. There may be times when the uniqueness of an individual job and level of necessary skills required by the County may require a higher salary schedule placement than stipulated in this section. Under such circumstances, the County Mayor/HR Director *may approve a higher salary placement within the assigned pay grade, based upon necessity and requirements of the position and not on the qualifications of the incumbent.*

3. After promotion, employees must complete the standard six (6) month introductory period. A performance evaluation must be completed after the introductory period is complete and submitted to Human Resources.

4. If, during the standard six (6) month introductory period, it is determined that the employee does not meet the minimum performance requirements for the new position or is dissatisfied in the new role, the employee will be returned to the previous position and corresponding step and grade.

C. Lateral Transfer

A lateral transfer occurs when an employee is transferred from one job class to another in the same pay grade. When there is no change in pay grade there shall be no adjustment in base salary. A lateral transfer is not considered a reclassification or a promotion.

Annual Step Increases

If approved by Blount County Commission, step-increases are awarded to employees annually. To qualify for step-increases, employees must have completed the required six (6) month introductory period and receive a positive performance evaluation earning at least a 3.0 or higher. Employees receiving a promotion will not receive the step increase on the same schedule. ** The annual step-increase will be awarded for employees receiving a promotion after the required six (6) month introductory period has been completed with a grade of 3.0 or higher on the required performance evaluation.

Temporary Assignment(s)

1. "Acting" or temporary assignment(s) occurs when the County recognizes a critical job assignment need that must be met and cannot be met through the normal recruitment process. This can occur when an unexpected vacancy occurs; when a mission critical job cannot be filled in a timely fashion; or when a mission objective changes abruptly and requires an immediate action.

2. Temporary or "acting" assignment(s) are anticipated to last more than 30 days, but less than 6 months. The purpose of a temporary or "acting" assignment is to fill a vacancy and not to assume the duties of another employee who is on approved leave, i.e. vacation, holiday, medical, or other short-term absence(s).

3. If the position assigned is lower in pay grade (or substantially equivalent pay range) this would not result in a lower salary for the assigned employee even if the employee's salary exceeded the maximum of the new pay range.

4. If the position assigned is higher in pay grade and extends beyond 30 days, but less than 6 months, there should be a 5% "temporary assignment" pay adjustment for the first pay grade and 2.5% for each additional pay grade to a maximum of 15% or the minimum of the grade, whichever is higher. The employee's salary shall not exceed the maximum of the assigned range. Employees receiving temporary assignment pay shall sign an agreement acknowledging the understanding that they are receiving "Temporary Assignment Pay" and also acknowledging that when the temporary assignment ends, the "assignment pay" will also end.

Hiring

1. The hire rate for a new employee with no equivalent and/or relevant level experience is typically the minimum of the salary range to which the job classification is assigned.

2. New hiring rates (or re-hires) for employees may consider directly relevant experience and/or experience that can be verified by the Human Resources Department. *Employees who have left the County and have been officially terminated will be re-hired using this approach and will not be rehired at the previous salary.* Re-hires who have left the County's employment will be considered using the same approach as new hires.

3. Internal Equity is an equally important consideration in filling a vacant position. Before a salary offer is made, Human Resources will also consider the current salaries, level of education, relevant licenses/certifications, and length of service in the same/similar job class or classes of current incumbents. It is the policy of the County to make every effort to avoid inverted salary relationships by bringing in newly hired employees at a salary that exceeds the current salaries of comparably placed existing employees in the same/similar job class.

4. The Human Resources department may additionally consider a higher salary offer if the open position is determined to be a "hard to fill" position.

   "Hard to fill" positions will be determined by the Human Resources Department and will be based on the length of time the position has remained unfilled, the difficulty to recruit, the "mission critical" nature of the work and the market conditions of the position, at the time of a vacancy.

5. Hiring Range is typically considered that span in salary between the minimum of the range and the market point for most positions. For Directorships or Assistant Director level positions, the qualifications of the applicant and/or the needs of the County should include the discretion to hire anywhere within the range. However, consideration should still be given to existing salaries of other employees who are in directly comparable leadership positions.

Maximum of the Range

Ranges are established to reflect the market value of a given job profile and not an incumbent. Once an employee reaches the maximum of his/her assigned range, the salary is frozen, and the employee is not eligible for any additional compensation unless there is a range movement that would result in a higher maximum.

Salary Adjustment for Department Directors

There should be some flexibility for making salary adjustments for Departmental Directors beyond an annual increase when it is based on exceptional performance. The salaries of other substantially equivalent employees should also be given consideration to not create undue inequity in the salary relationships between and among comparable levels of peers.

Blount County Government
Human Resources Dept.

Memo

To: Human Resources Committee

From: Jaclyn Johnson, Director of Human Resources and Payroll

cc:

Date: July 16, 2024

Re: BCG Compensation Policy

Blount County Human Resources proposes an amendment to the Compensation Policy to address possible staffing adjustments after employee promotions. There was no subsection within the current policy to address these instances. The proposed amendment is as follows:

4. If, during the standard six (6) month introductory period, it is determined that the employee does not meet the minimum performance requirements for the new position or is dissatisfied in the new role, the employee will be returned to the previous position and corresponding step and grade.

Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Draft

Human Resources Committee

Tuesday, July 16, 2024 | **5:00 PM** | **Blount County Courthouse, Room 430**

Live stream via https://zoom.us/join
Zoom Meeting ID: 871 3283 7740

ROLL CALL.

The Human Resources Committee met on Tuesday, July 16, 2024 at 5:00pm in the Blount County Courthouse of Maryville,TN. Chairperson Anderson called the meeting to order. A roll call was taken with the following present. Chairperson Anderson declared that a quorum did exist.

Present 10 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells

Absent 2 - Sheriff Jim Berrong, and Highway Superintendent Jeff Headrick

A. SETTING OF AGENDA.

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

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

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

C. APPROVAL OF MINUTES.

1. HR Committee Meeting Minutes 11/14/2023

Attachments: Human_Resources_Committee_23-11-14_Meeting_Minutes.pdf

A motion was made by Commissioner Carver, seconded by Mayor Mitchell, to approve the November 14, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

D. REPORTS (INFORMATION ONLY).

1. Fund 264 - Revenue and Expenditures FY 23-24

Attachments: HR_Revenue and Expenditures FY23 24

2. Employee Summary Report - June 2024

Attachments: Employee Summary Report 6/2024

3. Blount County Highway Department's Employee Handbook

Attachments: Memo outlining changes to the BCHD Employee Handbook
BCHD Employee Handbook

4. Blount County Sheriff's Office Employee Policy and Procedure Manual

Attachments: Memo Outlining Changes to the BCSO Employee Policy and Procedure Manual
BCSO Employee Policy and Procedure Manual

5. Blount County Public Library Employee Handbook

Attachments: Memo - No changes to the BCPL Employee Handbook
BCPL Employee Handbook

E. DISCUSSION AND POSSIBLE ACTION.

1. 2025 Pharmacy Benefit Manger (PBM)

Attachments: A DRAFT RESOLUTION APPROVING AN AGREEMENT WITH CVSCAREMARK FOR THE ADMINISTRATION OF EMPLOYEE PRESCRIPTION BENEFITS.doc
CBIZ Presentation - PBM Employers Health CVS Caremark.pdf
Prescription Benefit Services Agreement.pdf

A motion was made by Commissioner Wells, seconded by Mayor Mitchell, to approve the Prescription Benefit Services Agreement with CaremarkPCS Health, LLC and Employers Health Purchasing Corporation and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

2. Medical Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2025.doc
CBIZ Presentation - 2025 Medical Rates.pdf

A motion was made by Commissioner Carver, seconded by Commissioner Giles, to approve the medical premium rate structure for the 2025 plan year and forward the resolution to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

3. Dental Premium Rate Structure Effective January 1, 2025

Attachments: A DRAFT RESOLUTION TO ADOPT THE DENTAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN EFFECTIVE JANUARY 1, 2025
CBIZ Presentation - 2025 Dental Rates.pdf

A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2025 plan year and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

4. Amendment to the Blount County, TN Employee Handbook

Attachments: A DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK
Exhibit A - BCG Employee Handbook

Memo Outlining Changes to the Blount County Handbook

A motion was made by Commissioner Wells, seconded by Commissioner Carver, to approve the amended Blount County, TN Employee Handbook and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

5. Amendment to the Blount County Compensation Plan

Attachments: A DRAFT RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION POLICY FOR BLOUNT COUNTY, TN.doc
Exhibit A - Blount County Government Compensation Policy

Memo outlining Classification and Compensation Plan Changes

A motion was made by Mayor Mitchell, seconded by Commissioner Carver, to approve the amended Blount County, TN Classification and Compensation Policy and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Headrick

Abstain: 0

F. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements were made.

G. ADJOURNMENT.

The Chairman declared the meeting adjourned.

359 Court Street
Maryville, TN 37804-5906

Blount County Government

Legislation Details (With Text)

File #:	RES 24-277	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/18/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Resolution No. 24-08-017, Illicit Discharge: A Resolution Adopting Regulations to Protect Water Quality in the Unincorporated Areas of Blount County, Tennessee, by Prohibiting, Suppressing, and Preventing the Contamination of Storm Water by Illicit Discharge of Pollutants.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Illicit Discharge Resolution_WSPrevised_draft2 Stormwater Memo Map of Blount County M.S.4 Area				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-017, Illicit Discharge: A Resolution Adopting Regulations to Protect Water Quality in the Unincorporated Areas of Blount County, Tennessee, by Prohibiting, Suppressing, and Preventing the Contamination of Storm Water by Illicit Discharge of Pollutants.

powered by Legistar™

RESOLUTION SPONSORS: Commissioner Mike Caylor and Commissioner Scott King

RESOLUTION NO. ___24-08-017

A RESOLUTION ADOPTING REGULATIONS TO PROTECT WATER QUALITY IN THE UNINCORPORATED AREAS OF BLOUNT COUNTY BY PROHIBITING, SUPPRESSING, AND PREVENTING THE CONTAMINATION OF STORM WATER BY ILLICIT DISCHARGE OF POLLUTANTS.

****

WHEREAS, Tenn. Code Ann. § 5-1-118(c) authorizes counties, by adoption of a resolution by two-thirds (2/3) vote of their respective legislative bodies, to exercise those powers granted to all or certain municipalities by Tenn. Code Ann. § 6-2- 201(22) and (23), with specified exceptions; and

WHEREAS, on September 21, 2000, the Board of County Commissioners of Blount County, Tennessee, by a vote of 20 in favor, 0 opposed, and 1 absent adopted Resolution No. 00-09-01 authorizing Blount County to exercise said powers granted to all or certain municipalities; and

WHEREAS, upon the adoption of said Resolution No. 00-09-01 and pursuant to Tenn. Code Ann. § 6-2-201(22), Blount County became authorized to define, prohibit, abate, suppress, prevent, and regulate all acts, practices, conduct, businesses, occupations, callings, trades, uses of property and all other things whatsoever detrimental, or liable to be detrimental, to unincorporated areas of the county and to exercise general police powers; and

WHEREAS, Tenn. Code Ann. §§ 68-221-1101-1106 authorizes counties to adopt regulations for storm water discharges and contaminates in order to protect water quality in their respective unincorporated areas; and

WHEREAS, pursuant to the authority of Tenn. Code Ann. §§ 5-1-118(c), 6-2-201(22) and 68-221-1101-1106 and Resolution No. 00-09-01, Blount County desires to revise the previously adopted regulations hereinafter set forth to protect water quality in the unincorporated areas of Blount County by prohibiting, suppressing, and preventing the contamination of storm water by illicit discharge of pollutants.

NOW, THEREFORE, BE IT RESOLVED the Board of County Commissioners of Blount County, Tennessee, meeting in regular session assembled this 21st day of August, 2008, that the following regulations to protect water quality in the unincorporated areas of Blount County by prohibiting, suppressing, and preventing the contamination of storm water by illicit discharge of pollutants are hereby adopted to wit:

ILLICIT DISCHARGE RESOLUTION

SECTION 1. Definitions.

Gray water - Non-industrial waste water generated from domestic processes such as dishwashing, laundry, bathing, etc.

Illicit discharge - Any discharge to the municipal separate storm sewer system that is not composed entirely of stormwater and not specifically exempted in **Section 3 b.**

Municipal separate storm sewer system – (Also "MS4".) As defined in 40 CFR §122.2, a MS4 is a conveyance or system of conveyances (e.g., roads with drainage systems, county streets, catch basins, gutters, ditches, manmade channels, or storm drains) that are:

a. owned and operated by Blount County;
b. designed or used for collecting or conveying stormwater;
c. not a combined sewer; and
d. not part of a publicly owned treatment works as defined in 40 CFR §122.2

Person - Any and all persons, including any individual, firm, partnership, entity, or association, and any municipal or private corporation organized or existing under the laws of this or any other state.

Pollutant hotspot – An area where the land use or activities may generate highly contaminated runoff, with concentrations of pollutants in excess of those typically found in stormwater.

Restaurant - An establishment or facility where food is prepared and sold.

Runoff - The water resulting from precipitation that is not absorbed by the soil.

Sanitary sewer - A system of underground conduits that collect and deliver sanitary wastewater to a wastewater treatment plant.

Sanitary wastewater - Wastewater from toilets, sinks and other plumbing fixtures.

Sewage - Human wastes carried by water from residences, buildings, industrial establishments or other places, together with such industrial wastes, stormwater or other water as may be present; or any substance discharged from a sanitary sewer collection system.

Sinkhole- (1.) A naturally occurring depression where drainage collects in the earth's surface that is a minimum of two (2) feet deep. These depressions are typically denoted as closed contours. (2.) A hole, fissure or other opening in the ground, often underlain with limestone, dolomite or other rock formation that provides for and is being designated as a natural conduit for the passage of stormwater.

Wastes, industrial/commercial - Liquid or other wastes resulting from any process of industry, manufacture, trade or business, or from the development of any natural resources.

Wastes, other - Discarded brush; sawdust; shavings; leaves; lawn clippings; animal wastes; used or previously applied lime; garbage; trash; refuse, used paper, paper products, plastic containers, or metal containers; ashes, offal, discarded tar; discarded paint; discarded or uncontained solvents; used, discarded, or spilled petroleum products, antifreeze, motor vehicle fluids; used or discarded gas tanks or chemicals; or any other used, uncontained, or unpackaged, or disposed of materials which may discharge to or otherwise enter the municipal separate storm sewer system.

SECTION 2. Purpose.

The Board of County Commissioners of Blount County, Tennessee finds that the uncontrolled discharge of pollutants to the municipal separate storm sewer system has an adverse impact upon the water quality of the receiving waters.

(a) The 1987 amendments to the Federal Water Pollution Control Act, commonly known as the Clean Water Act, established the National Pollutant Discharge Elimination System (NPDES) program, which requires permits for discharges from municipal separate storm sewer systems into waters of the United States. The Environmental Protection Agency has promulgated regulations implementing the NPDES program.

(b) The NPDES regulations for stormwater discharges require certain municipalities, including Blount County, to:

(1) Prohibit through ordinance, order or similar means, illicit discharges to the municipal separate storm sewer system;

(2) Develop and implement a plan to detect and address non-stormwater discharges including illegal dumping;

(3) Implement appropriate enforcement procedures and actions; and

(4) Enable the county to comply with the NPDES General Permit, TMDLs (total maximum daily loads), and other applicable state and federal regulations.

SECTION 3. Prohibitions.

(A) No person shall:

(1) Connect, or allow to be connected any sanitary sewer to the municipal separate storm sewer system, including any sanitary sewer connected to the municipal separate storm sewer system as of the date of adoption of this resolution, or

(2) Cause or allow an illicit discharge to the municipal separate storm sewer system, or any component thereof. Illicit discharges include, but are not limited to:

(a) Sewage discharges except as deemed unavoidable due to collection system operation/maintenance and extreme weather events;

(b) Discharges resulting from the cleaning, repair, or maintenance of any type of equipment, machinery, or facility including motor vehicles, cement-related equipment, or port-a-potty servicing, etc.;

(c) Discharges of wash water from mobile operations such as mobile automobile washing, steam cleaning, power washing, and carpet cleaning, etc;

(d) Discharges of wash water from the cleaning or hosing of impervious surfaces in industrial and commercial areas including parking lots, streets, sidewalks,

driveways, patios, plazas, work yards, or outdoor eating or drinking areas, etc.;

(e) Discharges of runoff from material storage areas containing chemicals, fuels, grease, oils, or other hazardous materials;

(f) Discharges of pool or fountain water containing chlorine, biocides, or other chemicals at the point of entry to the enclosed storm sewer system or stream; discharges of pool or fountain filter backwash water;

(g) Discharges of heated water from commercial or industrial operations;

(h) Discharges of dyes without proper permission;

(i) Discharges of gray water (see definition);

(j) Known discharges from leaking water or sewer lines remaining uncorrected for seven (7) days;

(k) Discharges or discarding of animal fecal waste or dead animals;

(l) Discarding of vehicles, equipment or parts;

(m) Discarding lawn clippings, leaves, or branches;

(n) Discarding trash or debris; and

(o) Discarding or applying pesticides, herbicides, fertilizers, or other chemicals.

(3) Discharge from the following land uses, areas or activities that are identified herein as pollutant hotspots:

(a) Vehicle, truck or equipment maintenance, fueling, washing or storage areas including but not limited to: gas stations, automotive dealerships, automotive repair shops, and car wash facilities;

(b) Any property containing more than 400 parking spaces or 120,000 square feet of impervious area;

(c) Recycling and/or salvage yard facilities;

(d) Restaurants, grocery stores and other food service facilities (e.g., grease, food processing, restaurant kitchen mats, and trash bin wash water, etc.);

(e) Commercial facilities with outside animal housing areas, including animal shelters, fish hatcheries, kennels, livestock stables, veterinary clinics, or zoos;

(f) Construction areas (e.g., sediment or other construction-related wastes, etc.);

(g) Other producers of pollutants identified by the Stormwater Director or his/her designee by information provided to or collected by him/her or his/her representatives, or reasonably deduced or estimated by him/her or his/her representatives from engineering or scientific study.

(B) Subject to the provisions of subsection (C), the following discharges shall not be in violation of this resolution:

(1) Water line flushing;

(2) Landscape irrigation;

(3) Diverted stream flows or rising groundwater;

(4) Infiltration of uncontaminated groundwater [as defined at 40CFR,35.2005 (20)] to separate storm drains;

(5) Pumping of uncontaminated groundwater;

(6) Discharges from potable water sources, foundation drains, uncontaminated air conditioning condensation, irrigation waters, springs, water from crawl space pumps, or footing drains;

(7) Lawn watering;

(8) Individual noncommercial car washing on residential properties; or car washing of less than two (2) consecutive days in duration for a charity, nonprofit fund raising, or similar noncommercial purpose;

(9) Flows from riparian habitats and wetlands;

(10) Dechlorinated swimming pool discharges;

(11) Street deicing for public safety;

(12) Any activity authorized by a valid NPDES permit; and

(13) Any flows resulting from firefighting.

(C) If the Stormwater Director or his/her designee finds that any of the activities listed in subsection (B) above are found to cause or may cause sewage, industrial wastes, or other wastes to be discharged into the municipal separate storm sewer system, the

Director or his/her designee shall notify the person performing such activity and shall order that such activities be stopped or conducted in such a manner as to avoid the discharge of sewage, industrial wastes or other wastes into the municipal separate storm sewer system.

SECTION 4. Notification of spills and illicit discharges.

As soon as any person has knowledge of any illicit spills or discharges to the municipal separate storm sewer system in violation of this resolution, such person shall immediately notify the Stormwater Department by telephone of this discharge. If such person is directly or indirectly responsible for such discharge or responsible for the operation of the system or business, then such person shall also take immediate action to ensure the containment and cleanup of such discharge and shall confirm such telephone notification with a written report to the Stormwater Department within three (3) calendar days.
At a minimum, the written report for any illicit discharge shall include:

a. Date and time of the discharge
b. Location of the discharge
c. Material or substance discharged
d. Duration and rate of flow
e. Total volume discharged
f. Total volume recovered
g. Cause or reason for the discharge
h. Remediation and containment action taken
i. Material Safety Data Sheets (MSDS) for the discharged material(s)
j. Action taken to prevent further discharges
k. Description of any environmental impact

SECTION 5. Requirements for monitoring.

The Stormwater Department may require any person engaging in any activity or owning any property, building or facility (including but not limited to a site of industrial activity) to undertake such reasonable monitoring of any discharge(s) to the municipal separate storm sewer system and to furnish periodic detailed reports of discharges and/or illicit discharges.

SECTION 6. Right of entry.

The Stormwater Director or his/her designee may enter upon any property which discharges or contributes, or is believed to discharge or contribute, to stormwater runoff or to the municipal separate storm sewer system during all reasonable hours to monitor, remove foreign objects or blockages, or to inspect for compliance with the provisions of this resolution.

municipal separate storm sewer system
SECTION 7. Notice of Violation.

Whenever the Stormwater Director or his/her designee determines that a violation of any provision of this resolution has occurred, the Director or his/her designee may issue a Notice of Violation to the property owner, utility, facility operator, lessee, contractor, permittee and/or the equipment operator causing and/or contributing to the illicit discharge.
The Notice of Violation shall:

(1) Be in writing;
(2) Include a description of the property sufficient for identification of where the violation has occurred;
(3) List the violation;

(4) State the action required; and
(5) Provide a deadline for compliance or to stop work.

SECTION 9. Penalties.

(a) Any person violating the provisions of this resolution shall be guilty of a misdemeanor and punished as provided in the general provisions of the County Code. Each day that a continuing violation of this resolution is maintained or permitted to remain shall constitute a separate offense.
(b) Any person violating the provisions of this resolution may be assessed a civil penalty by the county of not less than fifty dollars ($50.00) or more than five thousand dollars ($5,000.00) per day for each day of violation. Each day of violation shall constitute a separate offense. The county may also recover all damages proximately caused to the municipality by such violations.
(c) In assessing a civil penalty, the county may consider:
    (1) The harm done to the public health or the environment;
    (2) Whether the civil penalty imposed will be a substantial economic deterrent to the illegal activity;
    (3) The economic benefit gained by the violator;
    (4) The amount of effort put forth by the violator to remedy the violation;
    (5) Any unusual or extraordinary enforcement costs incurred by the municipality;
    (6) The amount of penalty established by ordinance or resolution for specific categories of violations, if any;
    (7) Any equities of the situation that outweigh the benefit of imposing any penalty or damage assessment;
    (8) Willingness and cooperation of the violator to remedy this violation and remediate the damage;
    (9) Whether the violation was intentional, accidental, or negligence;
    (10) Cost incurred by the county for any administration, remediation, investigation, enforcement, and monitoring of the violation; and
    (11) Prior violations for this location and/or business.
(d) In addition to the civil penalty in subsection (b) above, the county may recover all damages proximately caused by the violator to the municipality, which may include any reasonable expenses incurred in investigating violations and enforcing violations of this resolution.
(e) The county may bring legal action to enjoin the continuing violation of this resolution, and the existence of any other remedy, at law or in equity, shall be no defense to any such actions.
(f) The remedies set forth in this section shall be cumulative, not exclusive, and it shall not be a defense to any action, civil or criminal, that one (1) or more of the remedies set forth herein has been sought or granted.
(g) Any civil penalty assessed by the county may be appealed to the Blount County Circuit Court.

SECTION 10. Effective Date.

This resolution shall take effect upon its adoption, the public welfare requiring it.

Duly authorized and approved the 15th day of August, 2024.

CERTIFICATION OF ACTION: **ATTEST:**

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____ _____ _____

County Mayor Date

Blount County Government

TO: Blount County Commissioners

FROM: Highway Department

RE: Stormwater Resolutions

DATE: July 29, 2024

Blount County first adopted stormwater resolutions in the early 2000s. They consist of four (4) resolutions: (1) Illicit Discharge (2) Water Quality Buffer (3) Stormwater Quality Management and (4) Water Quality Protection. These resolutions are for the urbanized area only (current term is MS4 area).

An MS4 System plays a vital role in protecting the environment and ensuring the health and safety of the community. It is part of a federally mandated plan designed to protect, preserve, and prevent pollution from entering clean waters of the state.

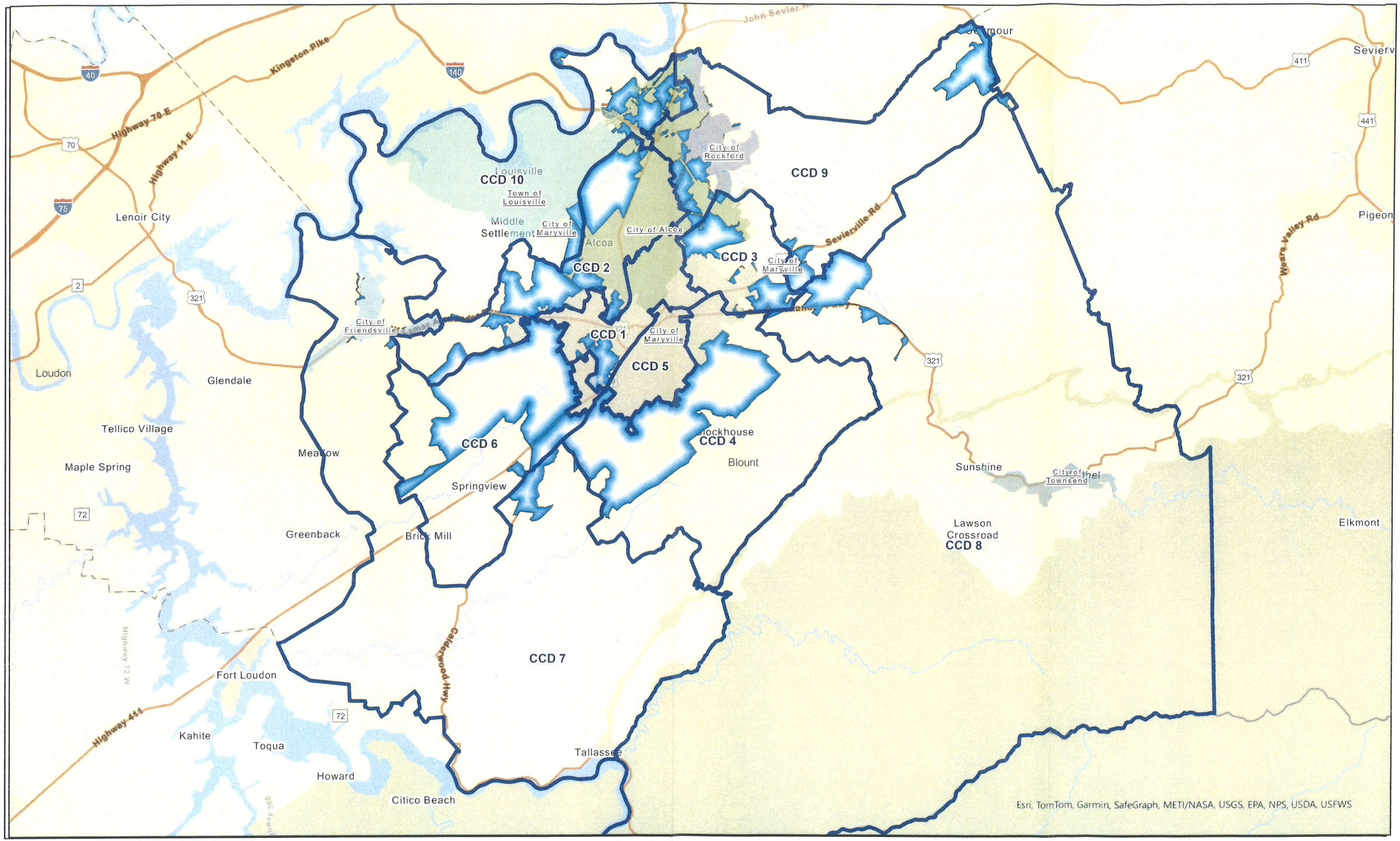
The Environmental Protection Agency (EPA) amended the original Federal Water Pollution Control Act to the Clean Water Act (CWA). Tennessee then adopted their own set of rules and regulation associated with the CWA. This was the Tennessee Water Quality Control Act and all municipalities/counties over 50,000 in population must have an MS4 permit in place to deal directly with stormwater pollution due to land disturbing activities. Under the National Pollutant Discharge Elimination System (NPDES) program, the U.S. Environmental Protection Agency (EPA) can authorize states to implement the federal requirements and issue stormwater permits.

The U.S. EPA introduced the new MS4 Stormwater Permit under the NPDES effective September 1, 2022, hence, the MS4 Stormwater Permit is a legal requirement for municipalities (cities, towns, counties, and other jurisdictions operating an MS4). This caused every jurisdiction to evaluate their current stormwater program and amend to be compliant with the new MS4 permit. The Blount County Stormwater Resolutions have been amended to be in compliance with the essential components of the MS4 Stormwater Permit.

Due to the changes to the CWA, all four resolutions had to be revised to meet the current TDEC permit. There could be penalties assessed if Blount County does not have resolutions in place to

address the MS4 Stormwater Permit by September 1, 2024. The penalties would be $5,000 to $10,000 per day until the correction is made.

Jeff Headrick
Blount County Highway Superintendent



Blount County Highway Department

Legend

M.S.4 Area

Blount County M.S.4

Date: 08/06/2024

Drawn By: JBH

Sheet 1 of 1

359 Court Street
Maryville, TN 37804-5906

Blount County Government

Legislation Details (With Text)

File #:	RES 24-298	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/30/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Resolution No. 24-08-018, Water Quality Buffer: A Resolution Establishing a Water Quality Buffer and Related Regulation of Streams, Rivers, Wetlands, Ponds and Lakes in Blount County, Tennessee.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Water Quality Buffer Stormwater Memo Map of Blount County M.S.4 Area				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-018, Water Quality Buffer: A Resolution Establishing a Water Quality Buffer and Related Regulation of Streams, Rivers, Wetlands, Ponds and Lakes in Blount County, Tennessee.

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RESOLUTION NO. 24-08-018

SPONSORED BY: COMMISSIONER MIKE CAYLOR & COMMISSIONER SCOTT KING

A RESOLUTION ESTABLISHING A WATER QUALITY BUFFER AND RELATED REGULATION OF STREAMS, RIVERS, WETLANDS, PONDS AND LAKES IN BLOUNT COUNTY.

WHEREAS; the streams and rivers of Blount County supply much of the water required by citizens for drinking and other municipal and industrial uses, and

WHEREAS; the people of Blount County use surface waters for fishing, canoeing, swimming, and other recreational and economic purposes, and

WHEREAS; the streams and rivers of Blount County are vital to the environmental health of the community and to wildlife and aquatic life that reside in or near said streams; and

WHEREAS; the Blount County Commission finds that the protection of streams and rivers in Blount County is vital to the health, safety, environmental, and economic welfare of its citizens and the community at-large, and

WHEREAS; it is the intent of this Resolution to establish a new WATER QUALITY BUFFER of restricted development and limited land use adjacent to all community waters in the unincorporated areas of Blount County, and

WHEREAS; new development and re-development adjacent to community waters shall include such buffers in their proposed plans, and

WHEREAS; the purposes of the WATER QUALITY BUFFERS are to:

a. Protect public and private water supplies,
b. Minimize thermal stream pollution by adding or preserving stream canopy,
c. Trap sediment, nutrients and other pollutants in surface run-off,
d. Promote bank stabilization,
e. Protect wetlands,
f. Minimize the impact of floods,
g. Reduce stormwater runoff velocities,
h. Protect channel bank area from erosion and scour,
i. Protect wildlife habitat, and
j. Generally maintain water quality.

WHEREAS; Blount County has applied for, obtained, and shall comply with the National Pollutant Discharge Elimination System (NPDES) Phase II permit for discharges of stormwater runoff into the waters of the State of Tennessee; and

WHEREAS; Under the authority of the Federal Water Pollution Control Act of 1977 (known as the Clean Water Act), the United States Environmental Protection Agency (EPA) is specifically required to develop and oversee the National Pollutant Discharge Elimination System (NPDES) permit program which requires all communities operating a small municipal separate storm sewer system (MS4) to regulate the discharge of pollutants to the waters of the state. Under the authority of the Tennessee Water Quality Control Act of 1977 the Tennessee Department of Environment and Conservation (TDEC) has interpreted that this mandate includes the regulation of water quality buffers. The permit requires that Blount County "develop and implement a set of requirements to establish, protect and maintain water quality buffers to provide additional water quality treatment in riparian areas of new development and redevelopment." In the permit, water quality buffers are defined as "a permanent strip of natural perennial vegetation adjacent to a stream, river, wetland, pond, or lake that contains dense vegetation made up of grass, shrubs, and/or trees."

NOW, THEREFORE BE IT ORDAINED BY THE COMMISSION OF BLOUNT COUNTY, TENNESSEE, AS FOLLOWS:

WATER QUALITY BUFFERS

Section	
1	Definitions
2	Authority
3	Applicability
4	Standards for Water Quality Buffers
5	Water Quality Buffer Enhancement
6	Prohibited Activities within the Water Quality Buffer
7	Protection of Water Quality Buffers During Construction
8	Protection and Maintenance of Water Quality Buffers After Construction
9	Covenants, Site Plans, and Plats Prepared for Recoding
10	Variances
11	Right of Entry
12	Non-compliance
13	Civil Penalties
14	Performance Bonds
15	Repeal Clause
16	Conflict with State Requirements
17	Effective Date

Section 1 DEFINITIONS

As used in this Document, unless the context clearly indicates otherwise, the following definitions apply:

a. "Average Buffer Width" means the minimum required average distance of a water quality buffer measured at a 90 degree angle from the top of bank (for streams, rivers, and wetlands) or edge of water at the normal pool elevation (for rivers and lakes) to the buffer's landward boundary, including both the inner and outer zones, as determined along the length of the entire buffer.

b. "Blount County" represents any permitting agency within the county government including but not limited to the following: Stormwater, Building Codes, Planning, Environmental Health, and Zoning.

c. "Development" includes any of the following activities:
   1. The improvement of one lot or two or more contiguous lots, tracts or parcels of land for any purpose involving:
      a. One or more residential or nonresidential buildings, or a single nonresidential building on a lot or lots regardless of the number of occupants or tenure; or,
      b. The division or allocation of land or space, between or among two or more existing or prospective occupants by means of, or for the purposes of streets, common areas, leaseholds, condominiums, building groups or other features.
   2. The process of grading, clearing, filling, quarrying, construction, or reconstruction to improved or unimproved real estate or other similar activities.

d. "Existing Land Use" means a land use which, prior to the effective date of this resolution, is either:

   1. Completed; or
   2. Ongoing, as in the case of agricultural activity; or
   3. Under construction; or
   4. Fully approved by the governing authority.

e. "Impervious Surfaces" shall mean those areas that prevent or impede the infiltration of storn1water into the soil as it entered in natural conditions prior to development. Common impervious areas include, but are not limited to, rooftops, sidewalks, walkways, streets, patio areas, driveways, parking lots, storage areas, compacted gravel and soil surfaces, awnings and other fabric or plastic coverings.

f. "Inner Zone". See minimum width.

g. "Land-disturbing Activity" shall mean any activity on private or public land that may result in soil erosion and the movement of sediments. Land disturbing activities include, but are not limited to, development, re-development, demolition, construction, reconstruction, clearing, grading, filling, logging and/or tree chipping operations, haul roads associated with the development, and excavation, etc.

width is measured at a 90 degree angle from the top of bank (for streams, rivers, and wetlands) or edge of water at the normal pool elevation (for rivers and lakes) landward. The land in this area is called the "minimum width area" or "inner zone".

i. "Native Vegetation" are indigenous plants to East Tennessee or the southeastern United States.

j. "Outer Zone" means the area of land between the landward boundary of the inner zone to the landward edge of the water quality buffer. The outer zone is measured at a 90 degree angle landward from the minimum width boundary. The land in this area is also called the "remaining buffer area".

k. "Owner or Property Owner." The legal owner of a property as recorded by the Blount County Register of Deeds.

l. "Pond or Lake" are defined as inland bodies of standing water.

j. "Redevelopment" See "development"

k. "Stormwater Program Director" means the person(s) Stormwater Program Director of Blount County, Tennessee, or a designee under their supervision.

l. "Stream" or "River" means the following:

1. A linear surface water conveyance that can be characterized as having either perennial or ephemeral base flow and
2. Has a defined floodplain that has been computed as part of a Flood Insurance Rate Map (FIRM) by the Federal Emergency Management Agency (FEMA); or
3. Are identified as a blue line on a 7.5-minute USGS quadrangle, unless otherwise designated by Tennessee Department of Environmental Conservation (TDEC); or
4. Are determined to be streams by Blount County, the United States Army Corps of Engineers (USACE) or TDEC.

m. "Top of Bank" the uppermost limit of an active stream channel, usually marked by a break in slope.

n. "Total Buffer Width" means the distance of a water quality buffer measured at a 90 degree angle from the top of bank (for streams, rivers, and wetlands) or edge of water at the normal pool elevation (for rivers and lakes) to the buffer's landward boundary, including both the inner and outer zones, at any location along the buffer.

o. "Urbanized area". A land area determined by the most recent United States Census to have a population of at least 50,000 people. The urbanized area is determined by the United States Census Bureau and can be supplied by the Blount County Stormwater Department upon request. Although the United States Census Bureau and United States Environmental Protection Agency (USEPA) no longer uses the term "urbanized area", the definition established herein is taken from the USEPA's designation criteria for small municipal separate sewer systems (MS4s) established in 40 CFR Parts 122 and 123 and the State of Tennessee's Small MS4 General Permit TNS000000, the latter of which is foundational to the requirements of this resolution.

p. "Water Quality Buffer" is a use-restricted, permanent strip of natural, perennial vegetation adjacent to a stream, river, wetland, pond, or lake. The purposes of a water quality buffer are to maintain existing water quality by minimizing the risk of pollutants in stormwater runoff reaching

of adjacent waters..

q. "Water Quality Management Plan" means an engineering plan required by Blount County, Tennessee for the location and/or design of stormwater control measures and water quality buffers within a proposed development or redevelopment.

r. "Waterbody" or "waters" means streams, rivers, wetlands, ponds, and lakes.

s. "Wetlands" shall mean an area that is naturally or by design inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetland detention shall be made by the Army Corps of Engineers and/or Tennessee Department of Environment and Conservation (TDEC), or a qualified professional that has been trained in the identification and delineation of wetland areas.

Section 2 AUTHORITY

a. The Stormwater Program Director shall administer the provisions of this resolution.

b. The Stormwater Program Director has the authority to promulgate rules, regulations, policies, enforcement, and guidance consistent with this resolution in order to carry out its meaning and intent.

c. The standards for water quality buffers stated in the Maryville-Alcoa Stormwater Management Manual are adopted by reference in order to carry out the meaning and intent of this resolution. The policies, criteria, and requirements for water quality buffers stated in the manual shall be enforceable, consistent with the other provisions of this resolution.

d. In the event that the Stormwater Program Director determines that a violation of any provision of this resolution has occurred, or that work does not comply with an approved plan or permit, the Stormwater Program Director may issue a Notice of Violation to the permittee or property owner and/or any other person or entity having responsibility for the activities performed at a development or existing land use, at which time the penalty provisions of this resolution shall be implemented.

Section 3 APPLICABILITY

This resolution shall apply to the following properties

a. Developments and redevelopments located in the urbanized area of Blount County that will result in a land disturbing activity that is equal to or greater than one (1) acre including projects less than one (1) acre that are part of a larger common plan of development or sale that will disturb one (1) acre or more, unless exempted from obtaining a grading permit under Section 5 of the Blount County Erosion and Sediment Control Resolution No. 09-03-004;

b. Any existing land use located in the urbanized area of Blount County that includes one or more water quality buffers on the property's plat.

Section 4 STANDARDS FOR WATER QUALITY BUFFERS

a. Owners of applicable properties as defined in section 2 of this resolution shall establish, protect, and maintain water quality buffers along all streams, rivers, lakes, ponds, and wetlands, or portions thereof, located in the urbanized area of Blount County. Any property or portion thereof that lies within the water quality buffer is subject to the restrictions of the water quality buffer established in this resolution.

b. Water quality buffer widths shall be established and maintained based on the status of the stream, river, lake, pond, or wetland, as defined by the Tennessee Department of Environment and Conservation, as follows.

    1. Water quality buffers established along waters with available parameters for siltation or habitat alteration or on unassessed waters shall have a minimum width (inner zone) of 15 feet and a total buffer width of 30 feet.

    2. Water quality buffers established along waters with unavailable parameters for siltation or habitat alteration or Exceptional Tennessee Waters shall have a minimum width (inner zone) of 30 feet and a total buffer width of 60 feet.

c. Buffer width averaging can be applied in the outer zone to accommodate the development design, provided the minimum average width of the water quality buffer equals or exceeds the total buffer width established in Section 3.b of this resolution. When applied, buffer width averaging shall be in accordance with the policies and guidance included in the Maryville-Alcoa Stormwater Management Manual.

d. Infrastructure to be located in a water quality buffer, such as roads, bridges, utilities corridors, and storm drainage conveyances, shall be minimized. Their design in a water quality buffer shall be in accordance with the Maryville-Alcoa Stormwater Management Manual.

e. Paths and greenway trails, public or private, are allowed in a water quality buffer in accordance with the Maryville-Alcoa Stormwater Management Manual.

f. The water quality buffer shall be protected and maintained in a vegetated state as follows:

    1. The predominant vegetation within the inner zone (minimum buffer width area) shall be trees. The predominant vegetation in the outer zone (remaining buffer area) shall be herbaceous plants (i.e., vascular plants that have little to no persistent woody stems above ground, such as grass). Trees are encouraged in the outer zone.

    2. Areas of bare soil and erosion are not allowed at any location in the water quality buffer, including streambanks and shorelines.

    3. Mulch in any form is discouraged in a water quality buffer except when used as a temporary erosion prevention measure. Vegetation, such as grass and similar plant ground covers, is preferred as a permanent soil stabilization method.

    4. Non-vegetated ground covers (impervious surfaces, pavers, etc.) are prohibited, except when shown on an approved water quality management plan or with prior approval by the local government.

    5. The introduction of invasive plant species and plants considered as nuisance, non-native (also termed "exotic") is prohibited in and near the buffer. Such undesirable species include, but are not limited to, bush honeysuckles, privet, English ivy, kudzu, and mimosa (silk) trees. Native plant species are preferred throughout the buffer.

    6. Additional guidance on water quality buffer vegetation is provided in the Maryville-

g. Designs for water quality buffers shall not include or support any of the prohibitions established in Section 6 of this resolution.

Section 5WATER QUALITY BUFFER ENHANCEMENT

a. If a water body does not have an established water quality buffer as described in Section 3 of this resolution, then a water quality buffer enhancement plan shall be submitted to the Blount County Stormwater Department for approval and comply with the following:

    1. The plan shall accurately depict the landward boundaries and widths of the inner and outer zones, existing vegetation to remain, plants to be installed including plant species, and installation location. Roadway crossings, utilities, stormwater conveyances and control measures, and paths/trails shall also be shown and properly labeled, along with the land cover/surface type for each feature. Additional information shall be included as is normally required by Blount County, Tennessee as part of a landscaping plan for a proposed development.
    2. The plan shall be drawn to scale and may be part of a larger landscaping plan.
    3. The plan shall be a part of the required site plan review submittals.

b. Establishment of a vegetated water quality buffer must adhere to the vegetation standards established in Section 3.f of this resolution and the following conditions, and be shown on the buffer enhancement plan:

    1. Live plants (i.e., seedlings or saplings) shall be installed for trees and shrubs. Sod is preferred over seed for installation of herbaceous species. Plant density shall depend on the plant species to be installed, the re-vegetation technique to be used, and existing site conditions;
    2. Stream banks must be planted with native vegetation that represents both woody (trees/shrubs) and herbaceous species.
    3. Trees shall not be planted in a utility easement;
    4. No single species may comprise more than one third (1/3) of the total planted trees or shrubs;
    5. All vegetation must be guaranteed at a seventy-five percent (75%) survivorship. Vegetation mortality must be accounted for all planting densities that are proposed in buffer enhancement plans;
    6. Non-native plant species must be removed prior to new plant installation; and,
    7. Erosion prevention and sediment control practices shall be provided in keeping with Section 6 of this resolution and Blount County, Tennessee Resolution No. 09-03-004 pertaining to grading, erosion, and sedimentation.

Section 6 PROHIBITED ACTIVITIES WITHIN THE WATER QUALITY BUFFER

a. The storage of pesticides, herbicides, and fertilizers, and the use of pesticides, herbicides, and fertilizers not deemed safe for use near water,

b. All types of impervious surfaces and structures, including buildings, storage facilities, parking lots or spaces, driveways, pools, patios, and other accessories, unless already included in an approved water quality management plan,

c. Vehicle and equipment parking, storage, and maintenance,

d. Wastes of any type, including but not limited household or business trash, landscape waste, confined animal waste, sewage, grease, used oil, and paint,

e. waste disposal, storage, and transfer areas including but not limited to landfills, dumpsters, and grease bins,

f. Septic tanks and septic drain fields, except when located in an approved location by the Blount County Environmental Health Department,

g. , Hazardous or sanitary waste landfills,

h. Mining (unless exempt by State law),

i. Animal concentration areas, where animals gather in groups for migration, breeding, feeding, exercise, loafing, relief, or sheltering, including but not limited to animal lots, barns, corrals, holding areas, and kennels, and

j. Other uses known to contribute pollutants to waterways.

Section 7 PROTECTION OF WATER QUALITY BUFFER DURING CONSTRUCTION

a. All water quality buffers must be protected during land disturbing activities.

b. Prior to the initiation of land disturbing activities, construction layout surveys must include: staking and labeling of the water quality buffer perimeter. A combination of stakes, flagging and/or silt fence may be used to ensure adequate visibility of the water quality buffer. The layout must be inspected and approved by the Stormwater Department before grading begins.

c. All areas of the water quality buffer, including stream banks, must be in a permanently stabilized condition upon completion of land disturbing activities. No actively eroding bare or unstable stream banks shall remain. Placement of riprap and other hard armor is allowed only when bioengineering alternatives are not feasible.

d. Water quality buffers cannot be encroached upon or disturbed during project construction, unless they are being established, restored, or enhanced in accordance with an approved buffer enhancement plan.

Section 8 PROTECTION AND MAINTENANCE OF WATER QUALITY BUFFERS AFTER CONSTRUCTION

a. Property owners shall protect and maintain the platted water quality buffers located on their property, in keeping with the standards and prohibited activities established in this resolution. The property owner may restore or enhance vegetation within a water quality buffer as necessary to ensure these standards are achieved.

a property owner to restore or enhance water quality buffers that have been disturbed or do not meet, or have the potential to not meet through natural vegetative succession, the standards that are defined herein.

c. Enhancement of water quality buffers must be performed in accordance with the requirements of Section 4 and the guidance provided below.

Section 9 COVENANTS, SITE PLANS, AND PLATS PREPARED FOR RECORDING

a. Once construction has ceased on a project, water quality buffers shall be shown on the as-built plan for the property and included in the Covenants for Maintenance of Stormwater Facilities and Best Management Practices, which shall be recorded with the plat. The covenants shall require that maintenance of the water quality buffer in perpetuity be the responsibility of the property owner.

b. Unless otherwise provided herein, all site development plans and plats shall:

   1. Show the extent of any WQB on the subject property by metes and bounds or defined distance from metes and bounds referent and be labeled as "Water Quality Buffer".

   2. Provide a note with reference to the WQB stating that there shall be no clearing, grading, construction or disturbance of vegetation except as permitted by Blount County.

Section 10 VARIANCES

The Stormwater Director may waive or modify any of the criteria which are deemed inappropriate or too restrictive for site conditions by granting a variance as set forth herein. The variance may be granted in writing under the following conditions:

a. At the time of submission of a water quality management plan, an applicant may request variances to become part of the approved plan. The applicant must request the variance in writing, justifying the purpose for the variance, specifying the variance requested, and providing documentation that the issuance of a variance will not result in a reduction in water quality of the adjacent waterbody.

b. During construction, a permit holder may request variances to the approved water quality management plan. Until such time as the amended plan is approved by Blount County, the land disturbing activity and associated construction shall not proceed, except in accordance with the approved water quality management plan as originally approved.

c. Absent universal circumstances, a response to the variance request should be provided by Blount County within ten (10) working days. Without a written approval, no variance shall be considered valid.

Section 11 RIGHT OF ENTRY

a. The Stormwater Program Director or his/her designee may enter upon any property that has applied for, or received, a grading permit or includes a platted water quality buffer during reasonable hours to inspect for compliance with the provisions of this resolution.

b. Failure of a property owner, person(s) working on behalf of the property owner, or other legal occupant of the property, such as a lessee, to allow such entry by the Stormwater

resolution shall be cause for the issuance of enforcement actions in accordance with this resolution

Section 12 NON-COMPLIANCE

Whenever the County Stormwater Director or his designee determines that a violation of any provision of this resolution has occurred, or that work does not have a required plan or permit, or that work does not comply with an approved plan or permit, the County Stormwater Director or his designee shall issue a Notice of Non-Compliance to the property owner, utility, facility operator, lessee, contractor, permittee and/or the equipment operator doing work on the site. The Notice of Non-Compliance shall:

a. Be in writing.

b. Include a description of the propeliy sufficient for identification of where violation has occurred.

c. List the violation.

d. State the action required.

e. Provide a deadline for compliance or to stop work.

Section 13 CIVIL PENALTIES

a. Civil Penalty:

Any person or entity violating the provisions of this resolution may be assessed a civil penalty by the County of not less than fifty dollars ($50.00) or more than five thousand dollars ($5,000.00) per day for each day of violation. Each day of violation shall constitute a separate violation.

b. In assessing a civil penalty, the County may consider:

1) The harm done to the public health or the environment.
2) Whether the civil penalty imposed will be a substantial economic deterrent to the illegal activity.
3) The economic benefit gained by the violator.
4) The amount of effort put forth by the violator to remedy this violation.
5) Any unusual or extraordinary enforcement costs incurred by the County.
6) The amount of penalty established by resolution for specific categories of violations.
7) Any equities of the situation that outweigh the benefit of imposing any penalty of damage assessment.

c. In addition to the civil penalty in subsection (2) above, the County may recover all damages proximately caused by the violator to the County, which may include any reasonable expenses incurred in investigating and enforcing violations of this document.

d. The County may bring legal action to enjoin the continuing violation of this resolution, and the existence of any other remedy, at law or in equity, shall be no defense to any such actions.

e. The remedies set forth in this section shall be cumulative, not exclusive, and it shall not be a defense to any action, civil or criminal that one (1) or more of the remedies set forth herein has been sought or granted.

f. If a violation of the provisions contained herein occurs during the construction period, all work on the site may be halted by a Stop Work Order until the Director deems corrections are sufficient.

g. Appeals. Any applicant or permit holder may appeal any decision or interpretation of the provisions of this resolution by the Inspector to the Blount County Board of Zoning Appeals
by filing a petition for review with the board within thirty (30) days of such decision or interpretation. No fine shall be rendered until the Appeals Board decision is given. Any person aggrieved by a final decision of the board may seek review by a court of competent jurisdiction.

Section 14 PERFORMANCE BONDS

a. Prior to plat approval, a performance bond which guarantees satisfactory completion of new development or redevelopment projects may be required for work related to the water quality buffer until project approval by Blount County.
b. Performance bonds shall name Blount County as beneficiary and shall be guaranteed in the form of a surety bond, cashier's check, or letter of credit from an approved financial institution or insurance carrier. The surety bond, cashier's check, or letter of credit shall be provided in a form in an amount to be determined by Blount County. The actual amount shall be based on submission of plans and estimated construction, installation or potential maintenance and/or remediation expenses.
c. The Director of the Stormwater Department may refuse brokers or financial institutions the right to provide a surety bond, letter of credit, or cashier's check based on past performance, ratings of the financial institution, or other appropriate sources of reference information.
d. A performance bond is not required for an individual residential lot, except when deemed necessary by the Director based on site conditions and the adverse impact on downstream conditions or other properties.

Section 15 REPEAL CLAUSE

The provisions of any ordinances or resolutions or parts thereof in conflict herewith shall not apply, except for ordinances or resolutions or parts thereof which provide stricter standards from those provided herein.

Section 16 CONFLICTS WITH STATE REQUIREMENTS

The State of Tennessee may require water quality buffers during construction activities via provisions contained in the Tennessee Construction General Permit (COP) or other regulatory permits and processes. The State's requirements may, or may not, align with Blount County's requirements and policies for water quality buffers. It is the responsibility of the site owner/developer to be informed and educated on any State-level buffer requirements. If a site owner/developer intends to apply Blount County's buffer requirements in lieu of any requirements of the State of Tennessee, the owner/developer must first obtain approval from TDEC and provide Blount County with written documentation of such approval.

Section 17 EFFECTIVE DATE

NOW, THEREFORE, BE IT RESOLVED by the Blount County Board of Commissioners meeting in regular session on this the 15th day of August, 2024, that this resolution shall take effect on final passage, the public welfare requiring it.

Duly authorized and approved the 15th day of August, 2024.

CERTIFICATION OF ACTION: ATTEST:

_____ _____

Commission Chairman County Clerk

Approved: ---
Vetoed:

County Mayor Date

Blount County Government

TO: Blount County Commissioners

FROM: Highway Department

RE: Stormwater Resolutions

DATE: July 29, 2024

Blount County first adopted stormwater resolutions in the early 2000s. They consist of four (4) resolutions: (1) Illicit Discharge (2) Water Quality Buffer (3) Stormwater Quality Management and (4) Water Quality Protection. These resolutions are for the urbanized area only (current term is MS4 area).

An MS4 System plays a vital role in protecting the environment and ensuring the health and safety of the community. It is part of a federally mandated plan designed to protect, preserve, and prevent pollution from entering clean waters of the state.

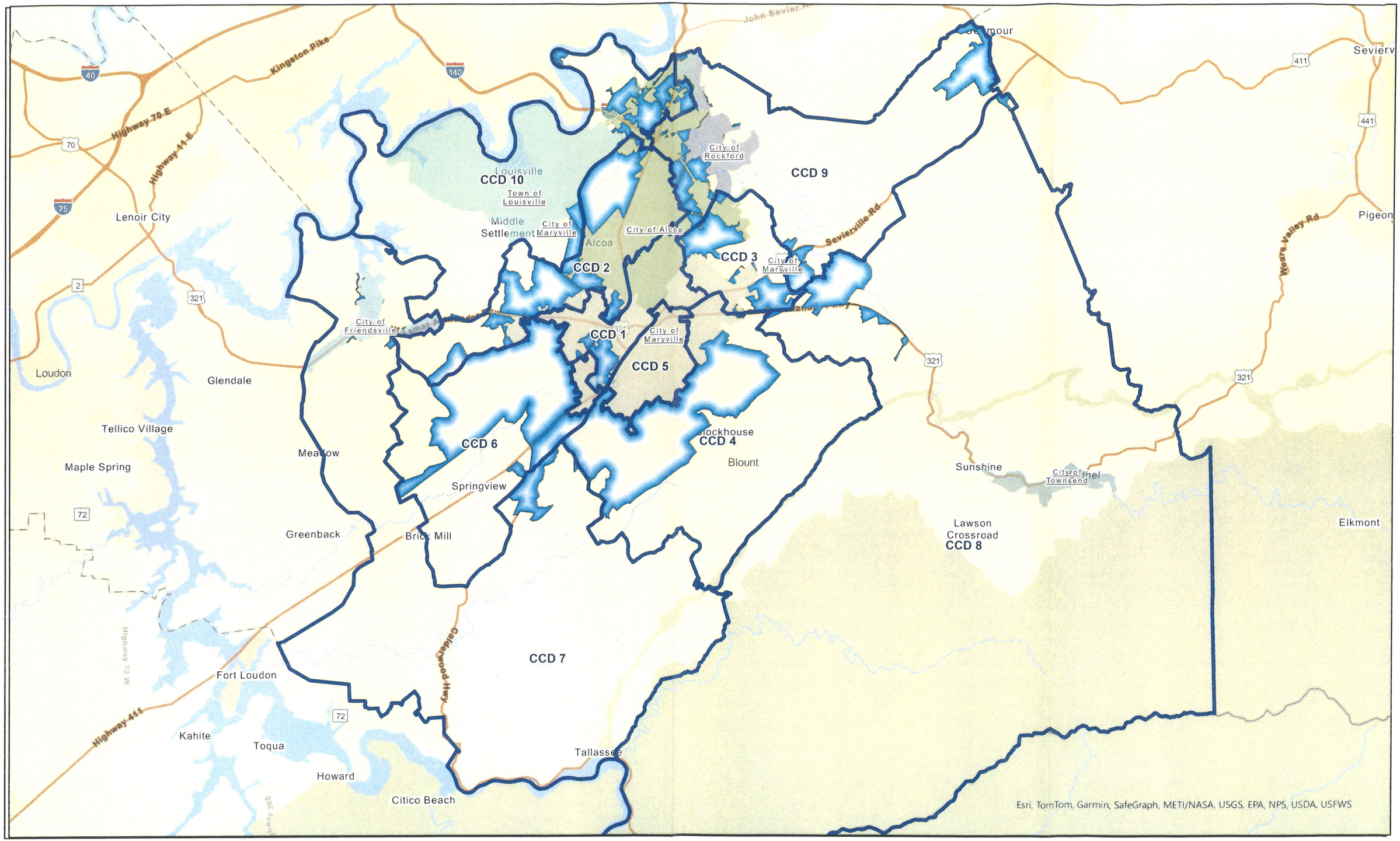
The Environmental Protection Agency (EPA) amended the original Federal Water Pollution Control Act to the Clean Water Act (CWA). Tennessee then adopted their own set of rules and regulation associated with the CWA. This was the Tennessee Water Quality Control Act and all municipalities/counties over 50,000 in population must have an MS4 permit in place to deal directly with stormwater pollution due to land disturbing activities. Under the National Pollutant Discharge Elimination System (NPDES) program, the U.S. Environmental Protection Agency (EPA) can authorize states to implement the federal requirements and issue stormwater permits.

The U.S. EPA introduced the new MS4 Stormwater Permit under the NPDES effective September 1, 2022, hence, the MS4 Stormwater Permit is a legal requirement for municipalities (cities, towns, counties, and other jurisdictions operating an MS4). This caused every jurisdiction to evaluate their current stormwater program and amend to be compliant with the new MS4 permit. The Blount County Stormwater Resolutions have been amended to be in compliance with the essential components of the MS4 Stormwater Permit.

Due to the changes to the CWA, all four resolutions had to be revised to meet the current TDEC permit. There could be penalties assessed if Blount County does not have resolutions in place to

address the MS4 Stormwater Permit by September 1, 2024. The penalties would be $5,000 to $10,000 per day until the correction is made.

Jeff Headrick
Blount County Highway Superintendent



Blount County Highway Department

Legend

M.S.4 Area

Blount County M.S.4

Date: 08/06/2024

Drawn By: JBH

Sheet 1 of 1

359 Court Street
Maryville, TN 37804-5906

Blount County Government

Legislation Details (With Text)

File #:	RES 24-301	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/30/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Resolution No. 24-08-019, Storm Water Quality Management: A Resolution Establishing Storm Water Quality Management Criteria in the Urbanized Area of Blount County, Tennessee.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Stormwater Quality Management Stormwater Memo Map of Blount County M.S.4 Area				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-019, Storm Water Quality Management: A Resolution Establishing Storm Water Quality Management Criteria in the Urbanized Area of Blount County, Tennessee.

powered by Legistar™

RESOLUTION NO. 24-07-019

SPONSORED BY: Commissioner Mike Caylor and Commissioner Scott King

A RESOLUTION ESTABLISHING STORMWATER QUALITY MANAGEMENT CRITERIA IN THE URBANIZED AREA OF BLOUNT COUNTY

WHEREAS; a resolution is needed to regulate the discharge of pollutants, particularly sediment, in stormwater runoff; and

WHEREAS; the streams and rivers of Blount County supply much of the water required by citizens for drinking and other municipal and industrial uses, and

WHEREAS; the people of Blount County use surface waters for fishing, canoeing, swimming, and other recreational and economic purposes, and

WHEREAS; the County Commission of Blount County finds that the protection of streams and rivers in Blount County is vital to the health, safety, and economic welfare of its citizens, and

WHEREAS; it is the intent of this resolution to establish new stormwater quality management rules for development and redevelopment located in the urbanized areas of Blount County, and

WHEREAS; a resolution is needed for compliance with state and federal regulations of the Clean Water Act:

NOW, THEREFORE, BE IT ORDAINED BY THE COMMISSION OF BLOUNT COUNTY, TENNESSEE as follows:

SECTION 1: Purpose. The purpose of the Stormwater Quality Management Resolution is as follows:

(1) To apply to the unincorporated, urbanized areas of Blount County;

(2) To protect, maintain, and enhance the environment of Blount County and to

safeguard the health, safety, and general welfare of the citizens of the County, by controlling discharges of pollutants to the public stormwater system, with the intent of maintaining and improving the quality

of the receiving waters into which the stormwater outfalls flow, including, without limitation, lakes, rivers, streams, ponds, wetlands, and groundwater of the County;

(3) To preserve the value of land throughout the County;

(4) To establish reasonable and accepted standards of design and procedures that prevent or reduce the discharge of pollutants from developed or redeveloped land;

(5) To preserve the natural beauty and aesthetics of the community;

(6) To allow Blount County to exercise the powers granted in Tennessee Code Annotated 68-221-1105.

(7) To enable Blount County to comply with the National Pollutant Discharge Elimination System permit (NPDES) and applicable regulations, 40 CFR 122.26 for discharges from Small Municipal Separate Storm Sewer Systems (MS4s), Total Maximum Daily Loads (TMDLs), and other applicable state and federal regulations.

SECTION 2. Rules Applying to Resolution. For the purpose of this resolution, certain rules of construction shall apply as follows:

(1) Words used in the present tense shall include the future tense and the singular includes the plural, unless otherwise indicated in the text.

(2) The term "shall" or "must" is always mandatory and not discretionary. The words "may" and "should" are permissive in nature.

(3) Except as herein provided, all words used in this resolution shall have their common dictionary definition.

SECTION 3. Definitions.

(1) "Applicant." Person submitting the application for a grading permit. Typically, this is the owner or operator of the land-disturbing activity.

(2) "As-Built Drawings." As-built, field verified plans signed and sealed by a registered professional engineer and/or a registered land surveyor, both licensed to practice in the State of Tennessee, showing contours, elevations, grades, and location of drainage and hydraulic structures, water quality buffers, and permanent stormwater control measures.

(3) "Best Management Practices (BMP or BMPs)."Schedules of activities, prohibitions of practices, maintenance procedures, structural controls and other management practices designed to prevent or reduce the pollution of waters of the United States and to provide water quality treatment

and channel protection in accordance with this resolution. Stormwater control measures (SCMs) are a subset of best management practices.

(4) "Board of Zoning Appeals." The body that has been delegated with the authority by the Commission of Blount County to hear appeals concerning decisions made by the Stormwater Director or his designee regarding the interpretation of the meaning of this resolution.

(5) "Construction." Any placement, assembly, or installation of facilities or equipment (including contractual obligations to purchase such facilities or equipment) at the premises where such equipment will be used, including preparation work at such premises.

(6) "Covenants for Permanent Maintenance of Water Quality Best Management Practices." A legal document executed by the property owner, or a homeowners' association as an owner of record, and recorded with the Blount County Register of Deeds which guarantees perpetual and proper maintenance of stormwater control measures, water quality reduction areas, and water quality buffers.

(7) "Detailed Plans." Plans required by the Blount County Stormwater Department that present detailed information on the stormwater drainage structures and control measures that will be constructed for a proposed development or redevelopment.

(8) "Developer." The person, firm or corporation, either public or private, engaged in

the development of land, as defined below.

(9) "Development." A development includes any of the following activities:

(a) The improvement of one lot or two or more contiguous lots, tracts or

parcels of land for any purpose involving:

i. One or more residential or nonresidential buildings, or a single

nonresidential building on a lot or lots regardless of the number of occupants or tenure; or,

ii. The division or allocation of land or space, between or among two or more existing or prospective occupants by means of, or for the purposes of streets, common areas, leaseholds, condominiums, building groups or other features.

(b) A subdivision of land.

(c) The process of grading, clearing, filling, quarrying, construction, or

reconstruction to improved or unimproved real estate or other similar activities.

(10) "Easement." A legally-dedicated right-of-way for the purposes of allowing the County to manage or inspect infrastructure, site access or stormwater flow within specified boundaries.

(11) "Grading Permit." A permit issued to authorize land-disturbing activities including excavation and/or fill to be performed under the guidelines of the Blount County Erosion and Sediment Control Resolution No. 09-03-004.

(12) "Hotspot." An area where the land use or activities generate or have the potential to generate highly contaminated runoff, with concentrations in excess of those typically found in stormwater.

(13) "Impervious Surfaces." Areas that prevent or impede the infiltration of stormwater into the soil as it infiltrated in natural conditions prior to development. Common impervious areas include, but are not limited to, rooftops, sidewalks, walkways, patio areas, driveways, parking lots, storage areas, compacted gravel and soil surfaces, awnings and other fabric or plastic coverings.

(14) "Land-disturbing Activity." Any activity on private or public land that may result in soil erosion and the movement of sediments. Land disturbing activities include, but are not limited to, development, redevelopment, demolition of structures, construction, reconstruction, clearing, grading, filling, landscaping, transporting, and excavation.

(15) "NPDES." National Pollutant Discharge Elimination System.

(16) "Operator." In the context of construction activity stormwater, operator means any

person associated with a construction project that meets either of the following two criteria:

(a) this person has operational control over construction plans and specifications, including the ability to authorize modifications to those plans and specifications. This person is typically the owner or developer of the project or a portion of the project, or;

(b) this person has day-to-day operational control of those activities at a project site which are necessary to ensure compliance with a site plan, sketch plan, WQMP, or grading permit for the site or other permit conditions. This person is typically a contractor or commercial builder and is often authorized to direct workers at a site to carry out activities required by approved plans or comply with other permit conditions.

(17) "Owner or Property Owner." The legal owner of the property as recorded in the Blount County Register of Deeds office at the time of application of the grading permit.

(18) "Person." Any individual, firm, corporation, partnership, association, organization

or entity, including governmental entities, or any combination thereof.

(19) "Manual." The Maryville-Alcoa Stormwater Management Manual that contains design specifications, technical criteria, required methods, tools and guidelines and other supporting documentation for implementation of the provisions of this resolution. When used in this resolution, "manual" shall denote the latest version of the documents comprising the Maryville-Alcoa Stormwater Management Manual, as amended.

(20) "Project." The entire proposed development regardless of the size of the area of

land to be disturbed.

(21) "Redevelopment." The improvement of a lot or lots that have been previously

developed.

(22) "River." See "Stream."

(23) "Sediment." Solid material, both inorganic (mineral) and organic, that is in suspension, is being transported, or has been moved from the site of origin by wind, water, gravity, or ice as a result of erosion.

(24) "Sedimentation." The action or process of forming or depositing sediment.

(25) "Stormwater." Also "stormwater runoff" or "runoff." Surface water resulting

from rain, snow, or other form of precipitation, which is not absorbed into the soil and results in surface water flow and drainage.

(26) "Stormwater Control Measure." Also "SCM". Nonstructural land development design strategies and structural stormwater facilities intended to prevent or reduce the discharge of pollution in, and/or regulate the volume or peak discharge of, stormwater runoff from a property that has undergone development or redevelopment at any prior time. SCMs may include structural devices, such as stormwater ponds, extended detention ponds, or bioretention areas, and nonstructural practices such as water quality buffers or natural open spaces.

(27) "Stormwater Program Director." The individual appointed by the County Mayor to

administer the Blount County Stormwater Program and any designee operating under their direction and supervision.

(28) "Stream." The linear surface water conveyance that can be characterized with either

perennial or ephemeral base flow and:

(a) has published floodplain elevations that have been computed as part of an

approved flood study; or

(b) are identified as a blue line on a 7.5-minute USGS quadrangle, unless

otherwise designated by Tennessee Department of Environmental Conservation (TDEC); or

(c) are determined to be streams by Blount County, the United States Army Corps of Engineers (USACE) or Tennessee Department of Environmental Conservation (TDEC).

(29) "Structure." Anything constructed or erected such that the use of it requires a more or less permanent location on or in the ground. Structures include but are not limited to buildings, towers, smokestacks, overhead transmission lines, carports and walls.

(30) "Total Maximum Daily Load (TMDL)." A calculation of the maximum amount of a pollutant that a water body can receive and still meet water quality standards, and

an allocation of that amount to the source(s) of the pollutant as determined by TDEC.

(31) "Urbanized Area." A land area determined by the most recent United States Census to have a population of at least 50,000 people. The urbanized area is determined by the United States Census Bureau and can be supplied by the Blount County Stormwater Department upon request. Although the

United States Census Bureau and United States Environmental Protection Agency (USEPA) no longer uses the term "urbanized area", the definition established herein is taken from the USEPA's designation criteria for small municipal separate sewer systems (MS4s) established in 40 CFR Parts 122 and 123 and the State of Tennessee's Small MS4 General Permit TNS000000, which are foundational to the requirements of this resolution.

(32) "Variance." A grant of relief from the requirements of this resolution that permits construction or activities in a manner otherwise prohibited by this resolution, where specified enforcement would result in unnecessary hardship.

(33) "Water Quality Buffer." A use restricted, permanent strip of natural, perennial vegetation adjacent to a stream, river, wetland, pond, or lake that is established, protected, and maintained in keeping with Blount County Water Quality Buffers Resolution No. ???.

(34) "Water Quality Management Plan (WQMP)." An engineering plan for the location and/or design of SCMs within a proposed development or redevelopment. A WQMP includes a map showing the extent of the land development activity and location of SCMs, design calculations for SCMs, and, when applicable, includes As-Built Plans and Covenants for Permanent Maintenance of Best Management Practices.

(35) "Water Quality Volume Reduction." A decrease in the water quality volume for one or more areas of a proposed development which is obtained only for specific site development features or approaches that can reduce or eliminate the discharge of pollutants in stormwater runoff. Water quality volume reductions can only be obtained when specific guidelines presented in the Manual are met.

(36) "Water Quality Volume Reduction Areas." Areas within the proposed development

or redevelopment for which a water quality volume reduction can be obtained.

(37) "Waters of the State." Any and all water, public or private, on or beneath the

surface of the ground, which are contained within, flow through, or border upon Tennessee or any portion thereof except those bodies of water confined to and retained within the limits of private property in single ownership which do not combine or affect a junction with natural surface or underground waters.

(38) "Wetland." An area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. A wetland determination shall be made by the United States Army Corps of Engineers, and/or the Tennessee Department of Environment and Conservation, and/or the Natural Resources Conservation Service, or a qualified professional that has been trained in the identification and delineation of wetland areas.

SECTION 4. Authority.

(1) The Stormwater Program Director shall administer the provisions of this resolution.

(2) The Stormwater Program Director has the authority to

promulgate rules, regulations, policies, enforcement, and guidance consistent with this resolution in order to carry out the meaning and intent of this resolution. These rules, regulations, policies, enforcement and guidance shall be enforceable, consistent with other provisions of this resolution.

(3) The design standards, required methods, and specifications stated in the Maryville-Alcoa Stormwater Management Manual are adopted by reference in order to carry out the meaning and intent of this resolution. . The policies, criteria and requirements stated in the manual shall be enforceable, consistent with other provisions of this resolution.

(4) In the event that the Stormwater Program Director determines that a violation of any provision of this resolution has occurred, or that work does not have a required permit, or that work does not comply with an approved plan or permit, the Stormwater Program Director may issue a Notice of Violation to the permittee or property owner and/or any other person or entity having responsibility for activities performed at a development, at which time the penalty provisions of this resolution shall be implemented.

SECTION 5. Requirement for Submittal of a Water Quality Management Plan (WQMP).

(1) No individual, partnership, firm, association, joint venture, public or private

corporation, trust, estate, commission, board, public or private institution, utility, city, county, or other political subdivision, cooperative, or any other legal entity shall engage in any land-disturbing activity within the unincorporated, urbanized areas of Blount County without meeting the requirements of this resolution, unless exempted from obtaining a grading permit under Section 5 of the Blount County Erosion and Sediment Control Resolution No. 09-03-004.

(2) New development or redevelopment projects located in the urbanized area of Blount County that will result in a land- disturbing activity that is equal to or greater than one (1) acre including projects less than one (1) acre that are part of a larger common plan of development or sale, that must obtain a grading permit under Section 5 of the Blount County Erosion and Sediment Control Resolution No. 09-03-004 shall submit a WQMP for approval by the Stormwater Program Director.

(3) The WQMP shall be submitted as part of the erosion prevention and sediment control plan, or formal plan, in accordance with and as required by the Blount County Erosion and Sediment Control Resolution No. 09-03-004 and the Blount County Water Quality Buffers Resolution No. ???.

(4) No grading or building permit shall be issued until a WQMP has been approved by

the Stormwater Program Director.

(5) Developments or redevelopments of any size that received approval of formal plans

prior to the effective date of this resolution or developments or redevelopments for which a WQMP was not required prior to the effective date of this resolution shall be exempted from the requirements of this resolution.

(6) Additional submittals may be required for infrastructure to be dedicated to the City, located in the right of way, or for manufactured (stormwater) treatment devices prior to the installation of the facilities.

SECTION 6. General Requirements.

(1) The WQMP shall include all of the required elements that are listed in a checklist provided by Blount County. The Stormwater Program Director may require submittal of additional information in the WQMP as necessary to allow an adequate review of the existing or proposed site conditions. Omission of any required items shall render the plans incomplete and they will be returned to the applicant for required changes prior to approval by the Stormwater Program Director.

(2) The WQMP shall be subject to any additional requirements set forth in the subdivision regulations, zoning regulations, building codes regulations, subdivision regulations for the Cities of Alcoa and Maryville when applicable, or other Blount County regulations.

(3) The WQMP shall be prepared and stamped by a professional engineer, landscape architect, or architect competent in civil and site design and licensed to practice in the State of Tennessee. Portions of the WQMP that require hydraulic and/or hydrologic calculations and design shall be prepared and stamped by a professional engineer competent in civil and site design and licensed to practice in the State of Tennessee.

(4) The approved WQMP shall be followed during grading and construction activities. Under no circumstance is the owner or operator of land development activities, or any person(s) acting on the owner's behalf, allowed to deviate from the approved WQMP without prior written approval of a plan amendment by the Stormwater Program Director.

(5) The approved WQMP shall be amended if the proposed site conditions change after plan approval is obtained, or if it is determined by the Stormwater Program Director during the course of grading or construction that the approved plan is inadequate.

(6) Other State and/or Federal permits that may be necessary for construction in and around streams and/or wetlands shall be approved through the appropriate agency and copies provided with the submittal of a WQMP to Blount County.

(7) SCMs and water quality volume reduction areas shown in WQMPs shall be maintained through the declaration of a protective covenant, entitled "Covenants for Permanent Maintenance of Water Quality Best Management Practices". The covenant must be approved by and shall be enforceable by Blount County. The covenant shall be recorded with the deed and shall run with the land and continue in perpetuity.

(8) SCMs and water quality volume reduction areas shall be placed into a permanent easement that is recorded with the deed to the parcel and held by Blount County. An access easement for ingress/egress that is continuous from a public right-of-way shall also be provided.

(9) The owner or operator of any land development activities may be subject to additional watershed or site specific requirements other than those stated in this resolution in order to satisfy local, state or Federal requirements, or where the Stormwater Program Director has determined through stormwater master plans, engineering studies, a history of existing or documented water quality problems, or engineering judgment that additional restrictions are needed to limit adverse impacts of the proposed development on water quality or channel protection. Areas subject to additional requirements may also include developments, redevelopments or land uses that are considered pollutant hotspots.

(10) The Stormwater Program Director may waive or modify the requirements of this resolution if adequate water quality treatment and channel protection are suitably provided by a downstream or shared off-site SCM, or if engineering studies determine that installing the required SCM(s) would actually

cause adverse impact to water quality or cause increased channel erosion or downstream flooding.

SECTION 7. Water Quality Treatment Requirements. All new developments or redevelopments that submit a WQMP shall provide treatment of stormwater runoff in accordance with the following requirements:

(1) Stormwater runoff generated from the development or redevelopment must be treated for water quality prior to discharging from the property in accordance with the stormwater pollutant removal treatment standard and criteria provided in the Manual.

(2) The treatment of stormwater runoff shall be achieved through the use of one or more SCMs that are designed and constructed in accordance with the design criteria, guidance and specifications provided in the Manual.

(3) Methods, designs or technologies for SCMs that are not specified in the Manual may be submitted for approval by the Stormwater Program Director if it is proven that such methods, designs or technologies will meet or exceed the stormwater treatment standards set forth in the Manual and this resolution. Certification of achievement of the stormwater treatment standards by an independent agency identified in the Manual may be required.

(4) SCMs shall not be installed within the public right-of-way without prior approval of the Blount County Highway Superintendent and the Stormwater Program Director. For state routes, prior approval will be required by the Tennessee Department of Transportation (TDOT).

SECTION 8. Channel Protection Requirements.

(1) All new developments or redevelopments that are required to submit a WQMP shall

provide downstream channel erosion protection in accordance with the Manual.

(2) Downstream channel erosion protection can be provided by an alternative approach in lieu of controlling the channel protection volume subject to prior approval by the Stormwater Program Director. Sufficient hydrologic and hydraulic analysis showing that the alternative approach will offer adequate channel protection from erosion must be presented in the WQMP.

SECTION 9. SCM Installation Certification

(1) It is the responsibility of the owner(s) or their designee to ensure that SCMs are installed in conformance with their designs depicted in the approved WQMP.

(2) Within 90 days of installation of a SCM and prior to recording a final plat, a letter that is signed and stamped by the appropriate design professional required to stamp the WQMP, as stated in Section 6, of this resolution, shall be provided to the Stormwater Program Director either confirming the SCM is installed in conformance with the approved WQMP, or indicating the modifications to the installed SCM necessary to achieve conformance with the approved WQMP and associated timeline for said modifications. The provision of this letter to the Stormwater Program Director is not a substitute for and does not exempt the owner(s) or their designee from the submittal of as-built drawings upon completion of construction in keeping with Section 12 of this resolution.

SECTION 10. Performance Bond.

(1) Prior to plat approval, a performance bond which guarantees satisfactory completion of construction work related to SCMs may be required for a period of two (2) years.

(2) Performance bonds shall name Blount County as beneficiary and shall be guaranteed in the form of a surety bond, cashier's check, or letter of credit from an approved financial institution or insurance carrier. The surety bond, cashier's check, or letter of credit shall be provided in a form and in an amount to be determined by the Stormwater Program Director. The actual amount shall be based on submission of plans and estimated construction, installation or potential maintenance and/or remediation expenses.

(3) The Stormwater Program Director may refuse brokers or financial institutions the right to provide a surety bond, letter of credit, or cashier's check based on past performance, ratings of the financial institution, or other appropriate sources of reference information.

SECTION 11. NPDES Permits. Persons or entities who hold NPDES general, individual and/or multi-sector permits shall provide a copy of such permit and the permit number assigned to them by the Tennessee Department of Environment and Conservation to the Stormwater Program Director prior to the issuance of the County permit.

SECTION 12. As-Built Drawings.

(1) Prior to the release of a bond, as-built drawings shall be provided to the Stormwater

Program Director, certifying that all SCMs, water quality buffers, and water quality volume reduction areas comply with the design shown on the approved WQMP(s). Features such as the location and elevation of structural SCMs and water quality volume reduction areas shall be provided to verify approved plans. Other contents of the certifications must be provided in accordance with a checklist provided by Blount County.

(2) As-built drawings shall be prepared in keeping with the checklist provided by Blount County and shall include sufficient design information to show that the SCMs required by this resolution are fully operational in the manner intended by the approved WQMP and will operate as approved. This shall include all necessary computations used to determine percent pollutant removal and the flow rates and treatment volumes required to size SCMs.

(3) The as-built drawings shall be stamped by the appropriate design professional required to stamp the WQMP, as stated in Section 6, of this resolution, and a registered land surveyor licensed to practice in the State of Tennessee. The appropriate design professional shall certify that the as-built conditions will meet all water quality requirements and the surveyor shall certify the accuracy and completeness of the survey.

(4) The Stormwater Program Director shall rely on the as-built drawings and related onsite inspections to determine construction conformance with the approved WQMP. Where conformance has not been achieved, corrective actions shall be required. Corrective actions can include, but are not limited to:

a. revision and resubmittal of the WQMP or as-built drawing or portions thereof to prove the nonconforming SCM(s), water quality buffer, or water quality volume reduction area, as constructed, meet the requirements of this resolution and the manual;

b. reconstruction/modification of the nonconforming SCM(s), water quality buffer, or water quality volume reduction area, to conform to the approved WQMP and the requirements of this resolution and the manual.

(5) Upon approval of the as-built drawings, the property owner shall record the as-built drawings with the Blount County Register of Deeds. The location of SCMs, water quality buffers, and water quality volume credit areas, and their associated easements shall be shown on the property's plat that is also recorded with the Blount County Register of Deeds.

SECTION 13. Right of Entry.

(1) The Stormwater Program Director may enter upon any property

that discharges or contributes, or is believed to discharge or contribute, to stormwater runoff or the stormwater system; stream; natural drainageway; or other stormwater system during reasonable hours to monitor, remove foreign objects or blockages, inspect SCMs, water quality buffers, and water quality volume reduction areas, and to inspect for compliance with the provisions of this resolution.

(2) Failure of a property owner, person(s) working on behalf of the property owner, or other legal occupant of the property, such as a lessee, to allow such entry by the Stormwater Program Director onto a property for the purposes set forth in this resolution shall be cause for the issuance of enforcement actions in accordance with Section 22 through Section 24 of this resolution.

SECTION 14. Inspection and Maintenance.

(1) The owner(s) of SCMs and/or water quality volume reduction areas or their

designee shall at all times properly operate and maintain all SCMs and/or water quality volume reduction areas in such a manner as to maintain their full and intended function as documented in as-built drawings/certifications or County approved WQMPs if as-built drawins are not available. Further, owner(s) or their designee shall perform inspections of SCMs and water quality volume reduction areas at regular and appropriate frequencies. Inspection and maintenance of privately-owned SCMs and water quality volume reduction areas shall be performed at the sole cost and expense of the owner(s) of such features.

(2) Inspections and maintenance shall be performed in accordance with the requirements provided in the Manual. Prevailing practices shall be used where the manual does not address SCM conditions. The Stormwater Program Director has the authority to impose more stringent inspection and maintenance requirements as necessary for purposes of water quality protection and public safety.

(3) Inspection and maintenance activities shall be documented by the property owner or their designee. Such documentation shall be maintained by the property owner for a minimum of five (5) years, and shall be made available for review by the Stormwater Program Director

(5) The removal of sediment and other debris from SCMs shall be performed in accordance with all Blount County, State and Federal laws. The Stormwater Program Director may stipulate additional guidelines if deemed necessary for public safety.

(6) This resolution does not authorize access to neighboring private property by the owner of SCMs or water quality volume reduction areas or his/her designee. Arrangements for access to neighboring private property by the property owner or his/her designee for purposes of compliance with this resolution must be handled solely by the owner or his/her designee, and the owner(s) of the neighboring property.

SECTION 15. Corrective Actions.

The Stormwater Program Director may order the property owner or their designee to perform corrective actions to SCMs or water quality volume reduction areas as necessary to properly maintain the full and intended function of the features for the purposes of water quality treatment, channel erosion protection, or water quality volume reduction, to ensure adherence to local performance standards, and ensure public safety. If the property owner or his/her designee fails to perform corrective actions, the Stormwater Program Director shall have the authority to order the corrective

actions to be performed by the County or others. In such cases where a performance bond exists, the County may utilize the bond to perform the corrective actions. In cases where a performance bond does not exist, or is not sufficient to perform the corrective actions, the County may perform such actions or hire others to perform such actions and the property owner shall reimburse the County for double its direct and related expenses. If the property owner fails to reimburse the County in accordance with this section, Blount County is authorized to file a lien for said costs against the property and to enforce the lien by judicial foreclosure proceedings.

SECTION 16. Feature Integrity.

Any alteration, improvement, or disturbance to SCMs or water quality volume reduction areas that are shown in certified as-built drawings shall be prohibited without authorization from the Stormwater Program Director. This does not include alterations or repairs that must be made in order to maintain the full and intended function of the SCMs or water quality volume reduction areas.

SECTION 17. Conflict and Severability.

(1) This resolution is not intended to repeal, abrogate, or impair any existing easements,

covenants, deed restrictions or existing resolutions and regulations. However, where the provisions of this resolution and other regulation conflict or overlap, that provision which is more restrictive or imposes higher standards or requirements shall prevail. It is required that the Stormwater Program Director be advised of any such regulatory conflicts upon submittal of a WQMP.

(2) Each separate provision of this resolution is deemed independent of all other provisions herein so that if any provision or provisions of this resolution shall be declared invalid, all other provisions thereof shall remain enforceable.

SECTION 18. Responsibility.

This resolution does not imply a warranty or the assumption of responsibility on the part of Blount County for the suitability, fitness or safety of any structure with respect to flooding, water quality or structural integrity. This resolution is a regulatory instrument only, and is not to be interpreted as an undertaking by Blount County to design any structure or facility.

SECTION 19. Enforcement During Construction.

(1) The requirements of this resolution shall be enforced by the Stormwater Program

Director who shall inspect all the work, grading or construction involved. Failure to properly install or maintain SCMs or water quality volume reduction areas as specified on the approved WQMP will result in the following actions:

(a) First offense – Written warning requiring corrective action that includes a deadline for compliance. If conditions warrant, a stop work order will be immediately issued. Corrective actions will be in accordance with Section 15 of this resolution.

(b) Second offense – A notice of violation, a stop work order and suspension

of all County inspections until the violation is corrected.

(c) Third offense – A court citation and civil penalty of a minimum of fifty

dollars ($50.00) per day per violation and a maximum of five thousand dollars ($5,000.00) per day per violation and possible damage assessment.

(d) Any performance bond posted may be forfeited based on the circumstances if compliance is not achieved after notice of violation within the time specified in the notice. Any grading or building permit granted may also be suspended.

(2) All stop work orders shall be effective immediately upon issuance and shall be in effect until the necessary corrective action(s) or mitigation has occurred and the Stormwater Program Director has approved the corrective action(s). Such notice shall be in writing and shall be given to the owner of the property, or an agent of the owner, or the person in charge of the job site; or conspicuously posted at the project location, and shall state the necessary corrective actions with a completion date before other activities can resume.

SECTION 20. Enforcement After Construction.

The requirements of this resolution shall be enforced by the Stormwater Program Director who shall inspect the SCMs and water quality volume reduction areas at regular and appropriate intervals. Failure to properly maintain SCMs or water quality volume reduction areas to their full and intended function shall result in a written requirement for corrective action that includes a deadline for compliance. Corrective actions will be in accordance with Section 15 of this resolution. If conditions warrant, the issuance of enforcement actions will be immediately issued. A court citation and civil penalty of a minimum of fifty dollars ($50.00) per day per violation and a maximum of five thousand dollars ($5,000.00) per day per violation and possible damage assessment may also be levied on the property owner by Blount County.

SECTION 21. Variances. The Stormwater Program Director may waive or modify any of the general criteria which are deemed inappropriate or too restrictive for site conditions, by granting a variance as set forth herein. Variances may be granted in writing under the following conditions:

(1) At the time of plan submission, an applicant may request variances to become part of the approved WQMP. The applicant must explain the reasons for requesting variances in writing and must submit documentation that the issuance of a variance will not result in a reduction in water quality. Specific variances which are allowed must be documented on the approved WQMP.

(2) During construction, a permit holder may request variances to the approved WQMP. Until such time as the amended plan is approved by the County, the land- disturbing activity and associated construction shall not proceed, except in accordance with the WQMP as originally approved.

Absent universal circumstances, a response to the variance request should be given by the County within ten (10) working days. Without a written approval, no variance shall be considered valid.

SECTION 22. Unlawful Acts. Any person who:

(1) Violates any provision of this resolution;

(2) Violates the provisions of any permit issued pursuant to this resolution;

(3) Fails or refuses to comply with any lawful notice to abate issued by the Stormwater

Program Director or his/her designee, which has not been timely appealed to the Board of Zoning Appeals (BZA), within the time specified by such notice; or

(4) Violates any lawful order of the County or the Board of Zoning Appeals within the time allowed by such order; shall be guilty of a violation. Each day of such violation or failure or refusal to comply shall be deemed a separate offense and punishable accordingly.

SECTION 23. Penalties.

(1) Any person violating the provisions of this resolution shall be guilty and punished

as provided in the general provisions of this resolution. Each day that a continuing violation of this resolution is maintained or permitted to remain shall constitute a separate offense.

(2) Any person violating the provisions of this resolution may be assessed a civil penalty by the County through the Stormwater Department of not less than fifty dollars ($50.00) nor more than five thousand dollars ($5,000.00) per day for each day of the violation. Each violation shall constitute a separate offense. The County, through the Stormwater Department, may also recover all damages proximately caused to the County by such violation.

(3) In assessing the civil penalty, the County, through the Stormwater Department, may

consider:

a. the harm done to the public health or the environment;

b. whether the civil penalty imposed will be of substantial economic

deterrent to the illegal activity;

c. the economic benefit gained by the violator;

d. the amount of effort put forth by the violator to remedy this violation;

e. any unusual or extraordinary enforcement costs incurred by the County;

f. the amount of penalty established by ordinance or resolution for specific

categories for violations, if any; and

g. any equities of the situation which outweigh the benefit of imposing any

penalty or damage assessment.

(4) In addition to the civil penalty in sub-section (3) above, the County, through the

Stormwater Department, may recover all damages proximately caused by the violator to the County which may include any reasonable expenses and attorneys fees incurred in investigating, enforcing and/or correcting the violations of this resolution.

(5) The County may bring legal action to enjoin the continuing violation of this resolution and the existence of any other remedy in law or equity shall be no defense to any such action.

(6) The remedies set forth in this section shall be cumulative, not exclusive, and is not to be a defense to any action, civil or criminal, that one or more of the remedies set forth herein has been sought or granted.

SECTION 24. Notice of Violation. Whenever the Stormwater Program Director determines that a violation of any provision of this resolution has occurred, the Stormwater Program Director may issue a Notice of Violation to the property owner or operator, utility, facility operator, lessee, tenant, contractor, permittee, the equipment operator and/or any other person or entity doing work on the site of the land-disturbing activity. The Notice of Violation shall:

(1) be in writing;

(2) include a description of the property sufficient for identification of where the

violation(s) has occurred:

(3) list the violation(s);

(4) state the action(s) required; and

(5) provide a deadline for compliance or to stop work.

SECTION 25. Judicial Proceedings and Relief.

(1) The legal counsel designated by the County Mayor may initiate proceedings

seeking legal and/or equitable relief in any court of competent jurisdiction against any person who has:

(a) Violated the provisions of this resolution;

(b) Violated the provisions of any permit issued pursuant to this resolution;

(c) Failed or refused to comply with any lawful order issued by the

Stormwater Program Director, which has not been timely appealed to the Board of Zoning Appeals within the time allowed by this resolution; or

(d) Violated any lawful order of the Board of Zoning Appeals within the time

allowed by such order.

(2) The legal counsel designated by the County Mayor may also initiate civil

proceedings in any court of competent jurisdiction seeking monetary damages for any damages caused to publicly-owned stormwater facilities by any person.

SECTION 26. Appeals. Appeal or review of a civil penalty or damage assessment under this section may be made to the Board of Zoning Appeals (BZA) of Blount County by any person incurring a damage assessment or civil penalty. Such review shall be requested within thirty (30) days after the damage assessment or civil penalty is served by filing a written notice of appeal with the BZA. If a petition for review of such damage assessment or civil penalty is not filed within thirty (30) days after the damage assessment or civil penalty is served in any manner authorized by law, the violator shall be deemed to have consented to the damage assessment or civil penalty and it shall become final. Upon receipt of an appeal, the BZA shall hold a public hearing within sixty (60) days or a later date mutually agreed upon by both parties. Ten (10) days prior, notice of the time, date and location of said hearing shall be published in the Maryville- Alcoa Daily Times or its equivalent local paper. Ten (10) days notice shall be provided to the aggrieved party at the address provided at the time of the appeal.

The alleged violator may appeal a decision of the Board of Zoning Appeals, pursuant to the provisions of State law found in Title 27, Chapter 8.

SECTION 27. Effective Date. The provisions of this resolution shall take effect immediately upon final passage, the public welfare requiring it.

ADOPTED this 18th day of July, 2024.

_____

MAYOR DATE

ATTEST:

_____

County Clerk

Blount County Government

TO: Blount County Commissioners

FROM: Highway Department

RE: Stormwater Resolutions

DATE: July 29, 2024

Blount County first adopted stormwater resolutions in the early 2000s. They consist of four (4) resolutions: (1) Illicit Discharge (2) Water Quality Buffer (3) Stormwater Quality Management and (4) Water Quality Protection. These resolutions are for the urbanized area only (current term is MS4 area).

An MS4 System plays a vital role in protecting the environment and ensuring the health and safety of the community. It is part of a federally mandated plan designed to protect, preserve, and prevent pollution from entering clean waters of the state.

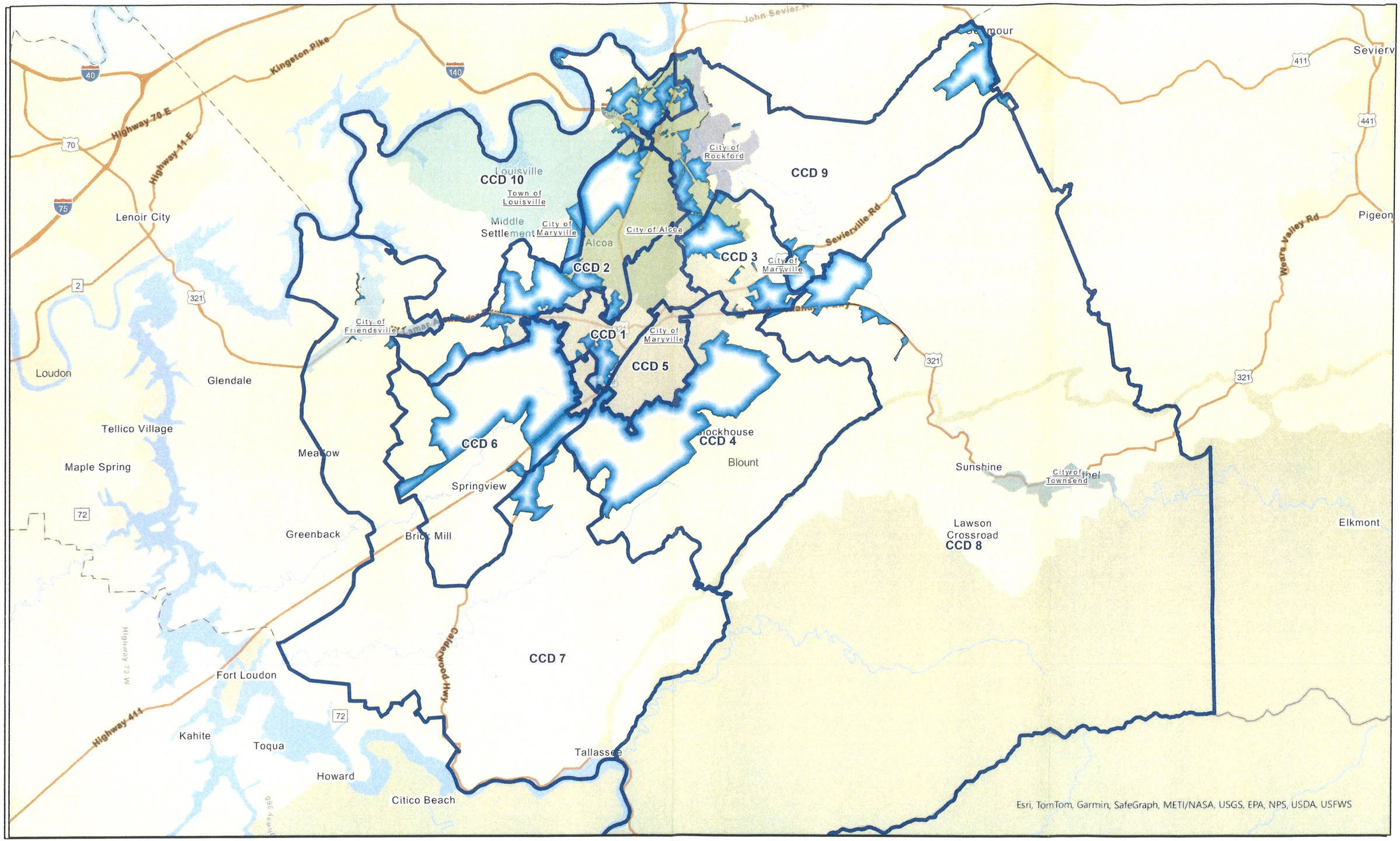
The Environmental Protection Agency (EPA) amended the original Federal Water Pollution Control Act to the Clean Water Act (CWA). Tennessee then adopted their own set of rules and regulation associated with the CWA. This was the Tennessee Water Quality Control Act and all municipalities/counties over 50,000 in population must have an MS4 permit in place to deal directly with stormwater pollution due to land disturbing activities. Under the National Pollutant Discharge Elimination System (NPDES) program, the U.S. Environmental Protection Agency (EPA) can authorize states to implement the federal requirements and issue stormwater permits.

The U.S. EPA introduced the new MS4 Stormwater Permit under the NPDES effective September 1, 2022, hence, the MS4 Stormwater Permit is a legal requirement for municipalities (cities, towns, counties, and other jurisdictions operating an MS4). This caused every jurisdiction to evaluate their current stormwater program and amend to be compliant with the new MS4 permit. The Blount County Stormwater Resolutions have been amended to be in compliance with the essential components of the MS4 Stormwater Permit.

Due to the changes to the CWA, all four resolutions had to be revised to meet the current TDEC permit. There could be penalties assessed if Blount County does not have resolutions in place to

address the MS4 Stormwater Permit by September 1, 2024. The penalties would be $5,000 to $10,000 per day until the correction is made.

Jeff Headrick
Blount County Highway Superintendent



Blount County Highway Department

Legend

M.S.4 Area

Blount County M.S.4

Date: 08/06/2024

Drawn By: JBH

Sheet 1 of 1

Legislation Details (With Text)

File #:	RES 24-304	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/30/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Resolution No. 24-08-020, Water Quality Protection: A Resolution Adopting Regulations to Protect Water Quality in the Urbanized Area of Blount County, Tennessee, by Prohibiting, Suppressing, and Preventing the Contamination of Storm Water by Grading, Erosion, and Sedimentation.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Protect Water Quality Stormwater Memo Map of Blount County M.S.4 Area				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		

Resolution No. 24-08-020, Water Quality Protection: A Resolution Adopting Regulations to Protect Water Quality in the Urbanized Area of Blount County, Tennessee, by Prohibiting, Suppressing, and Preventing the Contamination of Storm Water by Grading, Erosion, and Sedimentation.

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RESOLUTION SPONSORS: Commissioner Mike Caylor and Commissioner Scott King

RESOLUTION NO. 24-08-020

A RESOLUTION ADOPTING REGULATIONS TO PROTECT WATER QUALITY IN THE URBANIZED AREA OF BLOUNT COUNTY BY PROHIBITING, SUPPRESSING, AND PREVENTING THE CONTAMINATION OF STORM WATER BY GRADING, EROSION, AND SEDIMENTATION.

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WHEREAS, Tenn. Code Ann. § 5-1-118© authorizes counties, by adoption of a resolution by two-thirds (2/3) vote of their respective legislative bodies, to exercise those powers granted to all or certain municipalities by Tenn. Code Ann. § 6-2-201(22) and (23), with specified exceptions; and

WHEREAS, on September 21, 2000, the Board of County Commissioners of Blount County, Tennessee, by a vote of 20 in favor, 0 opposed, and 1 absent adopted Resolution No. 00-09-01 authorizing Blount County to exercise said powers granted to all or certain municipalities; and

WHEREAS, upon the adoption of said Resolution No. 00-09-01 and pursuant to Tenn. Code Ann. § 6-2-201(22), Blount County became authorized to define, prohibit, abate, suppress, prevent, and regulate all acts, practices, conduct, businesses, occupations, callings, trades, uses of property and all other things whatsoever detrimental, or liable to be detrimental, to unincorporated areas of the county and to exercise general police powers; and

WHEREAS, Tenn. Code Ann. § 68-221-1101-1106 authorizes counties to adopt regulations for storm water discharges and contaminates in order to protect water quality in their respective unincorporated areas; and

WHEREAS, on December 16, 2004, the Board of County Commissioners of Blount County, Tennessee, adopted Resolution No. 04-12-016 authorizing Blount County to exercise said powers granted within the unincorporated areas of Blount County; and

WHEREAS, pursuant to the authority of Tenn. Code Ann. § 5-1-118(c), 6-2-201(22) and 68-221-1101-1106 and Resolution No. 00-09-01, Blount County desires to revise the previously adopted regulations hereinafter set forth to protect water quality in the urbanized area by prohibiting, suppressing, and preventing the contamination of storm water by grading, erosion, and sedimentation.

NOW, THEREFORE, BE IT RESOLVED the Board of County Commissioners of Blount County, Tennessee, meeting in regular session assembled this 15th day of August, 2024, that the following regulations to protect water quality in the urbanized area by prohibiting, suppressing, and preventing the contamination of storm water by grading, erosion, and sedimentation are herby adopted to wit:

RESOLUTION SPONSORS: Commissioner Mike Caylor and Commissioner Scott King

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Section 1. Rules applying to resolution. For the purpose of this resolution, certain rules of construction shall apply as follows:

A. Words used in the present tense shall include the future tense, and the singular includes the plural, unless otherwise indicated in the text.

B. The terms "shall" and "must" are always mandatory and not discretionary; the words "may" and "should" are permissive.

C. Except as herein provided, all words used in this resolution shall have their common dictionary definition.

Section 2. Definitions.

A. "Applicant." Person submitting the application for a grading permit. Typically, this is the owner or developer of the land-disturbing activity.

B. "Blount County Board of Zoning Appeals." The body which has the authority to hear appeals by any person (see *infra* definition Y) or permit holder who has been assessed a civil penalty under the provisions of this resolution, or by any person who has been denied a grading permit under the provisions of this resolution, or by any person who has been aggrieved by any decision or interpretation of the provisions of this resolution by the Inspector.

C. "Construction related waste." Waste that is generated through construction, land development and land-disturbing activities that may cause adverse impacts to water quality. Construction related waste includes, but is not limited to, discarded building materials, concrete truck washout, chemicals, litter, hazardous materials, oil and sanitary waste at the construction site.

D. "County." Blount County, Tennessee.

E. "Cut." Portion of land surface or area from which earth has been removed or will be removed by excavation; the depth below original ground surface to the excavated surface.

F. "Developer." The person (*see infra* definition Y) authorized to carry out the development of land.

G. "Development." The process of grading, clearing, filling, quarrying, construction, or reconstruction to improved or unimproved land or other similar activities when not excluded by exemptions from this resolution.

H. "Drainage structure." A device composed of a virtually non-erodible material such as concrete, steel, plastic, or other such material that conveys water from one place to another by intercepting the flow and carrying it to a release point of storm water management drainage control or flood control purposes.

I. "Erosion." The wearing away of land by action of wind, water, ice, or gravity.

J. "Erosion and sediment control plan." A plan for the control of erosion and sediment resulting from land-disturbing activity (*see infra* definition U). The plan shall be reviewed and approved before a grading permit may be issued. S*ee* "final plan," *infra* definition O. The plan may be included as part of a preliminary plan required by any Blount County resolution or regulation, including zoning, building codes and safety, subdivision regulations, or a separate plan following the specifications set out in this resolution.

K. "Excavation." *See* "cut," *supra* definition E.

L. "Existing grade." The slope or elevation of existing land surface prior to cutting or filling.

M. "Fill." Portion of surface or area of land to which soil, rock or other materials have been or will be added; height above original land surface after the material has been or will be added.

N. "Final grade." The final slope or elevation of land surface after cutting or filling and conforming to the final plan (*see infra* definition O).

O. "Final plan." The approved erosion and sediment control plan. The final plan may differ from the submitted erosion and sediment control plan if adjustments or amendments are required by the Inspector.

P. "Finished grade." *See* "final grade," *supra* definition N.

Q. "Formal plan." An erosion and sediment control plan required for land-disturbing activity equal to or greater than one (1) acre in size.

R. "Grading." Any operation or occurrence by which the existing elevations of land are changed by cutting, filling, borrowing, stock piling, or where any ground cover, natural or man-made, is removed, or any buildings or other structures are removed or any water course or body of water, either natural or man-made, is relocated thereby creating an unprotected area. "Grading" shall be synonymous with "land-disturbing activity" (s*ee infra* definition U).

S. "Grading permit." A permit issued by the Inspector to authorize grading (*see supra* definition R) to be performed under the provisions of this resolution.

T. "Inspector." The person designated by the County Mayor as the Storm Water Administrator, or his/her designee, who shall issue grading permits and carry out inspections and enforcement as provided hereunder.

U. "Land-disturbing activity." Any activity on land that may result in soil erosion and/or movement of sediment. Land disturbing activities include, but are not limited to, development, re-development, construction, re-construction, clearing, grading, excavating, demolition of structures, landscaping, transporting and filling.

V. "Mulching." The application of plant or other suitable materials on the soil surface to conserve moisture, reduce erosion, and aid in establishing plant cover.

W. "NPDES." National Pollutant Discharge Elimination System.

X. "Owner." The legal owner of land at the time of application for a grading permit. The person ultimately responsible for adhering to the provisions of this resolution.

Y. "Person." Any and all persons, natural or artificial, including any individual, firm, partnership, entity, or association, and any municipal or private corporation organized or existing under the laws of this or any other state.

Z. "Priority construction activity." Any land-disturbing activity that is one (1) acre or greater that discharges into, or upstream of, waters the State of Tennessee recognizes with unavailable parameters for siltation or as Exceptional Tennessee Waters. Also, priority construction activities can include land-disturbing activities of any size that, in the judgment of the Inspector, require coordination with adjacent construction activities or have conditions that indicate a higher than normal risk for discharge of sediment or other construction related wastes.

AA. "Project." The entire proposed development regardless of the size of the area of land to be disturbed.

BB. "Redevelopment." The improvement of a lot or lots that have been previously developed.

CC. "Responsible person." A specific individual designated to be responsible for erosion and sediment control practices and maintenance of same on each site where land-disturbing activity takes place.

DD. "Sediment." Solid material, both inorganic (mineral) and organic, that is in suspension, is being transported, or has been moved from the site of origin by wind, water, gravity, or ice as a product of erosion.

EE. "Sedimentation." The process by which eroded material is transported and deposited by the action of water, wind, ice or gravity.

FF. "Sediment basin, trap, barrier or perimeter dike." A barrier or dam built across a waterway or water course, or at other locations, to retain sediment.

GG. "Slope." The degree of deviation of a surface from the horizontal, usually expressed in percent or degrees.

HH. "Soil stabilization." Measures which protect soil from erosion.

II. "Stabilizing slopes." The utilization of adequate structural and/or vegetative erosion and sediment control practices (see *infra* definitions MM and QQ) for preventing erosion from occurring on an incline.

JJ. "Waters of the state." Any and all water, public or private, on or beneath the surface of the ground, which are contained within, flow through, or border upon

Tennessee or any portion thereof except those bodies of water confined to and retained within the limits of private property in single ownership which do not combine or effect a junction with natural surface or underground waters. These waters include, but are not limited to the following: rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, and wells.

KK. "Stripping." Any activity which removes or significantly disturbs the vegetative surface cover including clearing and grubbing operations.

LL. "Structural erosion and sediment control practices." Measures for the stabilization of erodible or sediment producing areas by utilizing the mechanical properties of matter for the purpose of either changing the surface of land or storing, regulating, or disposing of runoff to prevent excess sediment loss. Examples are silt fence, structural diversions, grade stabilization structures, sediments traps and land grading, etc. Such measures can be found in the publication Tennessee Erosion and Sediment Control Handbook, latest edition.

MM. "Unstable." The tendency for land surface to change due to lack of structural and/or vegetative erosion and sediment control (see *infra* definitions MM and QQ) support.

NN. "Urbanized area". A land area determined by the most recent United States Census to have a population of at least 50,000 people. The urbanized area is determined by the United States Census Bureau and can be supplied by the Blount County Stormwater Department upon request. Although the United States Census Bureau and United States Environmental Protection Agency (USEPA) no longer uses the term "urbanized area", the definition established herein is taken from the USEPA's designation criteria for small municipal separate sewer systems (MS4s) established in 40 CFR Parts 122 and 123 and the State of Tennessee's Small MS4 General Permit TNS000000, which are foundational to the requirements of this resolution.

OO. "Variance." A grant of relief from the requirements of this resolution that permits construction or activity in a manner otherwise prohibited by this resolution where strict enforcement would result in unnecessary hardship.

PP. "Vegetative buffer." The area of land adjacent to waters of the state in a condition of vegetation which facilitates the protection of water quality and aquatic habitat.

QQ. "Vegetative erosion and sediment control practices." Measures for the stabilization of erodible or sediment producing areas by covering the soil with:

1. Permanent seeding, sprigging or planting, producing long-term vegetative cover;
2. Temporary seeding, producing short-term vegetative cover; or
3. Sodding, covering areas with turf or perennial sod-forming grass.

RR. "Watercourse." Any natural or artificial watercourse, stream, river, creek, channel, ditch, canal, conduit, culvert, drain, waterway, gully, ravine or wash in which water flows either continuously or intermittently and which has a defined channel, bed and banks, and including any area adjacent thereto subject to inundation by reason of overflow or floodwater.

Section 3. **Existing eroding areas.** Upon written notification from the

Inspector, the owner of land which exhibits unstable or eroding soil conditions shall correct such conditions within thirty (30) calendar days. The Inspector may extend this period upon request if conditions warrant. Minimum correction measures shall include stabilizing slopes and vegetating all exposed soil surfaces. Before commencing corrective measures, the owner shall consult with the Inspector to determine an acceptable method of correction.

Section 4. **Grading permit required.** Except as provided in Section 5, no person shall engage in any land-disturbing activity within the urbanized area of Blount County without obtaining a grading permit issued by the Inspector in accordance with the requirements set forth below:

Any development or redevelopment that will result in a land-disturbing activity equal to or greater than one (1) acre in size requires:

1. Application with two (2) copies of legible engineering drawings of a formal plan
2. Appropriate fee
3. Engineering review by the Inspector and/or County Engineer
4. Site inspection
5. Grading permit
6. Ongoing (monthly at a minimum) and final inspection
7. After final inspection and permit compliance, certificate of completion from the Stormwater Department.

All development activities which require right-of-way cuts or excavation within the development site and shown on a formal plan shall be subject to all applicable fees. Grading activities which involve no construction or right-of-way cuts shall be subject to the grading permit fee schedule only.

All exceptions to this resolution which are outlined in Section 5 will be required to use, maintain and follow the minimum requirements for controlling erosion and sediment set forth in Section 9. If unstable or eroding soil conditions exist during land-disturbing activities exempted in Section 5, then Section 3 shall prevail.

The person engaging in land-disturbing activities not exempted in Section 5 of this resolution must obtain from the Tennessee Department of Environment and Conservation (TDEC) a Notice of Coverage (NOC) under the State of Tennessee General NPDES Permit for Discharge of Stormwater Associated with Construction Activities, or documentation that the land-disturbing activity does not require coverage under the State permit, prior to obtaining a grading permit. A copy of the NOC and the associated Stormwater Pollution Prevention Plan (SWPPP) or documentation that the site does not require coverage under the State permit must be submitted with the formal plan.

Section 5. **Exemptions.** Grading permits shall not be required for the following types of land-disturbing activity:

A. Installation, maintenance and repair of any underground public utility line when such activity has a land-disturbance less than one (1) acre, occurs on an existing

right-of-way, and a cut or excavation permit has been obtained from the Blount County Road Superintendent, unless the activity is within fifty (50) feet of any waters of the state, in which event a grading permit is required.

B. Any project carried out under the technical supervision of the Natural Resources Conservation Service of the United States Department of Agriculture.

C. Agricultural practices involving the establishment, cultivation or harvesting of products of the field or orchard, preparing and planting of pasture land, farm ponds, dairy operations, livestock and poultry management practices, and forestry land management practices including harvesting.

D. Emergency work to protect life or property. Upon completion of emergency work, the disturbed area shall be shaped and stabilized in accordance with this resolution. The Inspector must be notified of the incident within seventy-two (72) hours thereof.

The owner or developer whose land-disturbing activity has been exempted from the requirements for a grading permit shall nevertheless be responsible for otherwise conducting such activity in accordance with the provisions of this resolution and other applicable laws including responsibility for controlling erosion, sedimentation, and runoff.

Section 6. **Application and plan review.** No grading permit shall be issued until a formal plan has been approved by the Inspector. Such plan shall comply, at a minimum, with the requirements set forth in Section 9 of this resolution.

All applications for grading permits shall be filed with the Inspector at least ten (10) days prior to the commencement of the proposed land-disturbing activity. All applications shall include a formal plan.

Formal plan. No person shall initiate land-disturbing activity equal to or greater than one (1) acre (43, 560 ft^2) in size unless a formal erosion and sediment control plan for such activity is filed with and approved by the Inspector. Any formal plan shall require a pre-construction conference. The formal plan shall include, but not be limited to, the following:

1. Property boundaries
2. Two (2) ft. topographic contours – existing and proposed for slopes greater than fifteen percent (15%) or five (5) ft. intervals may be allowed
3. Site conditions prior to development and as they will be upon completion of the development
4. Proposed final groundcover within disturbed areas
5. All structural and/or vegetative erosion and sediment control practices proposed to be installed
6. Finished elevations of buildings, streets, roads, drives, stormwater utilities, sanitary sewer utilities and other related

appurtenances within the proposed development
7. Volumetric and velocity rates of stormwater runoff
8. Watercourses, sinkholes, bodies of water and other similar features affecting runoff on or adjacent to the proposed development
9. Stream designated as impaired by the state's most current 303(d) report
10. Indication of fill material used or deposited and where it is located
11. Name, address and telephone number of the owner or developer of the land

12. Brief project description
13. Clearing and grading limits
14. Location of existing trees
15. Trees to be removed
16. Location of site relevant to highways, municipalities, or other prominent landmarks
17. Recognition of priority construction activity if applicable
18. TDEC Level 1 certification - Fundamentals of Erosion Prevention and Sediment Control Workshop as of June 17, 2007

All formal plans shall be prepared by a licensed, qualified professional engineer and shall include a time schedule for completion and periodic maintenance after completion, details of structural and/or vegetative erosion and sediment control practices, daily clean-up and site control practices and any other information needed to accurately depict erosion and sediment control practices unique to the development. Additionally, any legally protected state or federally listed threatened or endangered species and/or critical habitat located in the area of the land-disturbing activities (if any) shall be identified in the formal plan. If such species are identified in the formal plan or by the county, then the formal plan shall also include written documentation from the United State Fish and Wildlife Service that indicates:

(a) approval of the best management practices (BMPs) that will be utilized to eliminate potential impacts to legally protected state or federally listed threatened or endangered species and/or critical habitat. Said BMPs shall also be included on the formal plan; or,
(b) a finding of no potential impact as a result of the proposed land-disturbing activity.

Formal plans should be prepared to meet the requirements of the Tennessee General NPDES Permit for Discharges of Stormwater Associated with Construction Activities, latest edition. These requirements include, but are not limited to the following:

(a) Necessity of an erosion prevention and sediment control/pollution prevention plan.
(b) Erosion and sediment control measures shall be designed to control the rainfall and runoff from a 2 year, 24 hour storm, as a minimum.
(c) For common drainage locations that serve an area with 10 or more acres disturbed at one time, a temporary (or permanent) sediment basin that provides storage for a calculated volume of runoff from a 2 year, 24 hour storm and runoff coefficient from each disturbed acre drained, or equivalent control measures, shall be provided until final stabilization of the site. Where no such calculation has been performed,

a temporary (or permanent) sediment basin providing 3,600 cubic feet of storage per acre drained, or equivalent control measures, shall be provided until final stabilization of the site.

The Inspector shall review all formal plans with necessary staff and make a determination with respect to the sufficiency thereof within ten (10) working days from submittal of the plan. If a plan is determined insufficient, the Inspector shall inform the owner or developer of the plan's deficiencies by written notification. The applicant shall then revise the plan to comply with this resolution and submit a revised plan to the Inspector, or the applicant may submit documentation to substantiate the validity of the original plan. If the Inspector finds corrections and additions to the plan acceptable, the Inspector will then notify the applicant of approval and a grading permit shall be issued. Grading permits shall expire one (1) year from the date of issuance unless extended by the Inspector. After one (1) year, the grading permit will become null and void and the plan must be resubmitted for approval.

The inspector may request that additional information be submitted as necessary to allow a thorough review of the site conditions and proposed erosion prevention and sediment control measures.

Attendance at a pre-construction meeting with the inspector and other associated county departments prior to issuance of a grading permit is required for owners and developers of developments and redevelopments that will be engaging in land-disturbing activity equal to or greater than one (1) acre in size and/or a priority construction activity, as defined in this resolution.

If the land is to be developed in phases, then a separate grading permit shall be required for each phase.

A grading permit issued by the Inspector may specify any condition under which the land-disturbing activity shall be undertaken. The issuance of a grading permit does not authorize the discharge of hazardous substances or oil resulting from a spill that occurs on the site of the land-disturbing activity. The issuance of a grading permit does not relieve the permit holder of any obligation or responsibility of complying with the provisions of any other law or rules and regulations of any federal, state or additional local authority.

Section 7. <u>Inspection and enforcement</u>.

A. After the grading permit is issued, the Inspector shall inspect the site to determine whether structural and/or vegetative erosion and sediment control practices have been installed according to the formal plan submitted, and whether the practices are adequate for erosion and sediment control and are otherwise in compliance with this resolution.

For applications submitted with a formal plan, if the site inspection indicates the structural and/or vegetative erosion and sediment control practices have been installed according to the plan submitted and if the technical review of the plan by the Inspector indicates compliance with this resolution, the Inspector shall allow work to commence.

B. The requirements of this resolution shall be enforced by the Inspector, who shall inspect the work, grading or construction involved. If the Inspector finds any person has engaged in land disturbing activity without having obtained a required grading permit, the following shall occur:

1. First offense - A stop work order and a notice of violation shall be issued by the Inspector.
2. If work continues - Assessment of a civil penalty by the Inspector for each day work continues without a permit.

C. If the Inspector finds that the grading permit holder has failed to properly install, maintain or use proper structural and/or vegetative erosion and sediment control practices as specified in the final plan, the following shall occur:

1. First offense – Written warning issued by the Inspector (maximum of two (2) days for compliance); if conditions warrant, a stop work order shall be issued immediately by the Inspector.
2. Second offense – Notice of violation issued, issuance of stop work order by the Inspector, suspension of all building until violation corrected, and notification to TDEC of violation.
3. Third offense – Assessment of a civil penalty by the Inspector for each day work continues.
4. Each additional offense – Assessment of a civil penalty by the Inspector for each day work continues and suspension of the issuance of subsequent grading permits.
5. Failure to clean up site – Permit holder liable for three (3) times the cost of clean-up starting with the first offense (see *infra* subsection G).

D. If the Inspector determines that significant erosion and/or sedimentation is occurring on a graded site despite approved structural and/or vegetative erosion and sediment control practices, he shall require the permit holder to take additional corrective action to protect the adversely affected area. The additional corrective action required shall be part of an amended erosion and sediment control plan.

E. All stop work orders shall be effective immediately upon issuance and shall be in effect until the necessary corrective action or mitigation has occurred. Notice of a stop work order shall be in writing and shall be given by the Inspector to the owner or developer of the land, an agent of the owner or developer or the responsible person or shall be conspicuously posted by the Inspector at the project and shall state the necessary corrective action with a completion date before other activity can resume. Notice given to the owner or developer, an agent of the owner or developer or the responsible person may be given by first class U. S. Mail mailed to the address shown on the application for the grading permit, or if there is no application, to any address known by the Inspector for such owner or developer, agent of the owner or developer or responsible person, and it will be presumed that the notice is received by the addressee if it is not returned to the Inspector by the U. S. Postal Service.

F. All persons conducting land-disturbing activities which requires a grading permit shall keep a copy of the grading permit along with the approved plan at a central location on-site at all times for the use of the inspector and all of those identified as having responsibilities under the plan whenever they are on the site of the land-disturbing activity.

G. If, upon inspection, the Inspector finds that a person engaged in land-disturbing activity has failed to comply with a final plan and/or this resolution, the Inspector shall serve a written notice to comply upon that person in the same manner as provided in subsection E of this section. The notice shall identify the violation, set forth the corrective action necessary to achieve compliance, and shall state the time within which such corrective action must be complete. If the person engaged in the land-disturbing activity fails to comply within the time specified, he shall be deemed in violation of this resolution and in addition to other penalties, shall forfeit any security provided under the provisions of Section 8 of this resolution. The County may use the proceeds of the security to employ a contractor to stabilize the site of the land-disturbing activity, including clean-up of the site, and bring the site into compliance with this resolution.

H. Any responsible person who receives three (3) related written notices under subsection G of this section will be required to retake the Level I - Fundamentals of Erosion Prevention and Sediment Control Workshop sponsored by TDEC or an approved equivalent course. If after completing the course, the same person receives another written notice under subsection G of this section within three (3) years of completing the course, subsequent requests for grading permits shall be denied to that person. Such person may appeal the denial of a grading permit to the Blount County Board of Zoning Appeals by requesting a hearing within thirty (30) days of the denial.

I. Any uncovered area existing on the effective date of this resolution which resulted from land-disturbing activity and which is subject to continued accelerated erosion and which is causing off-site damage from sedimentation, shall be provided with structural and/or vegetative erosion and sediment control practices to prevent erosion and control off-site sedimentation.

1. The Inspector shall give a written notice to comply to the owner or developer of land where any such uncovered area existed on the effective date of this resolution in the same manner as provided in subsection E of this section. The notice will set forth the corrective action necessary to achieve compliance with this resolution and shall state the time within which such corrective action must be completed. In determining the structural and/or vegetative erosion and sediment control practices required and the time allowed for compliance, the Inspector shall take into consideration the economic feasibility, technology and quantity of work required and shall set reasonable and attainable time limits for compliance.

2. An erosion and sediment control plan may be required by the Inspector where extensive structural and/or vegetative erosion and sediment control practices are necessary.

Section 8. **Security requirements and fees.**

A. Prior to the issuance of a grading permit, the owner or developer may be required to provide security in the form of a cash deposit, letter of credit or other acceptable form of security for the work to be completed or any portion thereof pursuant to the final plan. When reviewing any application for a grading permit, the Inspector shall consider the past record of the applicant in complying with any previous permits and/or this resolution. The Inspector may require the applicant to provide acceptable security in a minimum amount of three thousand dollars ($3,000.00) per acre or fraction thereof for the proposed land-disturbing activity prior to issuing the permit. If an applicant has had three (3) or more violations of previous permits or this resolution within three (3) years prior to the date of filing the application under consideration, the Inspector shall require security. If the owner or developer does not comply with this resolution or with the conditions of the permit after issuance, the security shall be forfeited, and the County may use the proceeds of the security to employ a contractor to stabilize the site of the land–disturbing activity and bring the site into compliance with this resolution.

B. Security in the form of a cash deposit, letter of credit or other acceptable form of security must be provided for the following conditions:

1. Rough grading, site development, large residential development or commercial development when there is land-disturbing activity of an area equal to or greater than five (5) acres.
2. A potential for runoff, erosion and/or sedimentation to adversely impact public right-of-ways, other property or waters of the state.
3. When a site drains into sinkholes or when the site is used for a borrow pit or waste area.

C. With regard to potential runoff, erosion and/or sedimentation which would adversely impact public right-of-ways, the actual amount of the security shall be based on a remediation and completion estimate for the disturbed area as determined by the Blount County Road Superintendent, with a minimum amount of three thousand dollars ($3,000.00) per acre or fraction thereof of land-disturbing activity. The Road Superintendent may refuse any proffered security based upon past performance, ratings of the permit holder and/or surety of the security or other appropriate sources of reference information.

D. Within sixty (60) days of the completion and acceptance of all requirements of the final plan, the security shall be refunded or terminated.

E. The Board of County Commissioners of Blount County, Tennessee, shall set fees for obtaining grading permits by resolution.

Section 9. **General criteria.** The following general criteria are minimum requirements for controlling pollutants, erosion, and sedimentation from land-disturbing activity and shall be incorporated into all erosion and sediment control plans as determined by the Inspector and/or County Engineer. All soil erosion and sediment control measures and practices shall conform to the requirements of this resolution. The measures and practices shall apply to all features of the site including street and utility installations, drainage facilities and other temporary and permanent improvements. Practices shall be implemented to prevent or control erosion and sedimentation during all stages of any land-disturbing

activity. No grading permit issued using the following General Criteria is intended to restrict the use of other innovative practices or modifications to the specified practices if such practices are thoroughly described and detailed and approved as part of or a supplement to the final plan prior to installation.

A. *Minimum requirements for land disturbing activity*. The minimum requirements for controlling erosion and sedimentation from land disturbing activity shall be as set forth in the Tennessee Erosion and Sediment Control Handbook, latest edition.

B. *Requirements for best management practices*. Owners and developers of land-disturbing activities shall implement appropriate erosion prevention and sediment control best management practices (BMPs). BMPs shall be maintained and repaired by the permittee or his/her designee as often as necessary to maintain compliance with the approved plan and this resolution.

C. *Technical design criteria*. The design of erosion prevention, sediment, and pollution management control, including BMPs, stabilization practices and structural practices, shall be performed in accordance with criteria and requirements stated in the State of Tennessee General NPDES Permit for Discharges of Stormwater Associated with Construction Activities, except where more stringent criteria are set forth in this resolution or are required by the Inspector. All controls must be properly selected, installed, and maintained in accordance with the manufacturer's specifications (where applicable) and good engineering practices. Measures selected for erosion prevention and sediment control must be able to slow runoff so that rill and gully formation is prevented. When steep slopes and/or fine particle soils are present at the site, additional physical or chemical treatment of stormwater runoff may be required, and must be fully described on the formal plan if required.

D. *Priority construction activities*. Additional requirements for discharges into waters with unavailable parameters or Exceptional Tennessee Waters that are included in the State of Tennessee General NPDES Permit for Discharges of Stormwater Associated with Construction Activities shall be implemented for all priority construction activities, as defined in this resolution.

E. *Stabilization of disturbed areas and soil stockpiles*. Temporary or permanent soil stabilization measures must be applied to areas subject to land-disturbing activity when and where deemed necessary by the Inspector for the purpose of good soil stabilization practices. Soil stabilization refers to measures which protect soil from the erosive forces of wind, raindrop impact and flowing water, and include, but are not necessarily limited to, the growing of vegetative cover, sod, application of straw, mulching, fabric mats and early application of gravel base on areas to be paved. Soil stabilization measures should be selected to be appropriate for the time of year, site conditions, and estimated duration of use.

Stabilization measures shall be initiated as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased, but in no case more than fourteen (14) days after the construction activity in that portion of the site has temporarily or permanently ceased, except in the following two situations:

1. where the initiation of stabilization measures by the fourteenth day is precluded by snow cover or frozen ground conditions, stabilization measures shall be initiated as soon as practicable; or

2. where construction activity on a portion of the site has temporarily ceased and land-disturbing activity will be resumed within fifteen (15) days, temporary stabilization measures do not have to be initiated on that portion of the site. Soil stockpiles not stabilized by vegetation must be stabilized or protected with sediment trapping measures to prevent soil loss.

F. *Establishment of permanent vegetation*. A permanent vegetative cover shall be established on disturbed areas not otherwise permanently stabilized. Permanent vegetation shall not be considered established until a ground cover is achieved which, in the opinion of the Inspector, is mature enough to control soil erosion satisfactorily and to survive seasonal weather conditions.

G. *Protection of adjacent properties*. Properties adjacent to the site of land-disturbing activity shall be protected from sedimentation. This may be accomplished by preserving a well-vegetated buffer strip around the lower perimeter of the land-disturbing activity, by installing perimeter controls such as sediment barriers, filters, dikes, sediment basins, or by a combination of such measures.

H. *Timing and stabilization of sediment trapping measures*. Sediment basins and traps, perimeter dikes, sediment barriers, and other measures intended to trap sediment on site must be constructed as a first step in grading and be made functional before upslope land-disturbing activity takes place. Earthen structures such as dams, dikes, and diversions must be seeded and mulched within seven (7) days of installation. These measures must be maintained in good working order and must remain in place until such time as the Inspector finds that the area is stabilized.

I. *Sediment basins*. Stormwater runoff from drainage areas with five (5) acres or greater of area subject to land-disturbing activity must pass through a sediment basin or other suitable sediment trapping facility with equivalent or greater storage capacity as specified in the Tennessee Erosion and Sediment Control Handbook, latest edition. Sediment basins or traps for smaller areas subject to land-disturbing activity may be required where deemed necessary. The sediment basin requirement may also be waived by the Inspector if site conditions do not warrant its construction.

Vegetative measures must be installed from the permanent pool elevation to the top of the berm.

J. *Sodding detention ponds, ditches and drainage swales*. Sod shall be used on detention ponds, ditches and drainage swales or if velocities warrant stabilization. Stabilization methods other than sod may be approved by the Inspector and/or County Engineer. The owner or developer shall maintain sodded areas until they become established.

K. *Cut and fill slopes*. Cut and fill slopes must be designed and constructed in a manner which will minimize erosion. Consideration must be given to the length and steepness of the slope, the soil type, upslope drainage area, groundwater conditions and other applicable factors. Slopes which are found to be eroding excessively within one (1) year of project completion must be provided with additional slope stabilizing measures until the erosion is corrected. The following guidelines are provided to aid in developing an adequate design for slopes:

1. Topsoil for the area should be stockpiled and then used for replacement on the graded area.
2. Roughened soil surfaces are generally preferred to smooth surfaces on slopes.
3. Diversions should be constructed at the top of long steep slopes which have significant drainage areas above the slope. Diversions or terraces may also be used to reduce slope length.
4. Concentrated storm water should not be allowed to flow down cut or fill slopes unless contained within an adequate temporary or permanent channel, flume or slope drain structure.
5. Wherever a slope face crosses a water seepage plane which endangers the stability of the slope, adequate drainage or other protection should be provided.
6. Slopes 2:1 or greater shall be stabilized with erosion control matting or other method(s) approved by the Inspector. The owner or developer shall maintain matted areas until permanent vegetation is established.

L. *Protection of storm sewer inlets*. All existing storm sewer inlets and/or inlets which are made operable during construction shall be protected so that sediment-laden water will not enter the conveyance system without first being filtered or otherwise treated to remove sediment. All new storm sewer inlets should be properly manufactured with precast warnings as to not allow any draining of chemicals, toxic, or hazardous substances due to draining to waters of the state.

M. *Working in or crossing watercourses*. Construction vehicles shall be kept out of watercourses. The channel (including bed and banks) must always be stabilized immediately after in-channel work is completed. Where a live (wet) watercourse must be crossed by construction vehicles regularly during construction, a temporary stream crossing must be provided, the design of which must be approved by the Inspector and the State of Tennessee, where appropriate.

N *Underground utility construction*. The construction of underground utility lines shall be subject to the following criteria:

1. Where consistent with safety and space considerations, excavated material shall be placed on the uphill side of trenches.
2. Trench dewatering devices shall discharge in a manner which will not adversely affect flowing streams, drainage systems or off-site property.

O. *Temporary stone construction entrance*. Wherever construction access routes intersect paved public roads, provisions must be made to minimize the transport of sediment (e.g., mud) by runoff or vehicle tracking onto the paved surface by clearing the area at the entrance of all vegetation, roots and other objectionable material and placing a TDOT #1 or #2 (1.5" to 3.5" diameter) aggregate stone layer at least six (6) inches thick underlain with filter fabric for a minimum of fifty (50) feet from the edge of the hard surface public road. This entrance shall be a minimum of twenty (20) feet in width and shall be maintained for the duration of the project or until a permanent access drive is constructed. The stone layer shall be replaced or overlain with new stone when necessary to ensure that sediment is not transported off the site. If sediment is transported onto a public road surface, the roads shall be cleaned thoroughly at the end of each day or more often if deemed necessary. Sediment shall be removed from roads by shoveling or sweeping and be transported to a sediment-controlled disposal area. Street washing shall be allowed only after sediment is removed in this manner.

P. *Disposition of temporary practices*. All temporary erosion and sediment control practices shall be disposed of within 30 days after final site stabilization is achieved or after the temporary practices are no longer needed, unless otherwise directed by the Inspector. Trapped sediment and other disturbed soft areas resulting from the disposition of temporary practices shall be properly disposed of and/or permanently stabilized to prevent further erosion and sedimentation.

Q. *Control measure construction and maintenance standards*. The installation and maintenance of erosion prevention and sediment control practices, stabilization practices and structural practices shall be performed in accordance with the standards provided in the Tennessee Sediment and Erosion Control Handbook, latest edition, except where more stringent standards are set forth in this resolution or are required by the Inspector. If periodic inspections or other information indicate that a control measure has been used inappropriately, or incorrectly, the owner or developer must replace or modify the control for relevant site situations. All temporary and permanent erosion and sediment control practices shall be maintained and repaired as needed to insure continued performance of their intended function.

R. *Erosion control before grading begins*. Erosion and sediment control practices and measures for the control of other construction related wastes shall be in place and functional before land-disturbing activity begins and shall be constructed and maintained during the entire construction period. Temporary measures may be removed at the beginning of the work day, but must be replaced at the end of the work day.

S. *Responsible person*. A specific individual shall be designated to be responsible for erosion and sediment control on each site. This individual shall have a minimum training of the Level I - Fundamentals of Erosion Prevention and Sediment Control Workshop sponsored by TDEC or an approved equivalent course. The responsible person must possess a valid certificate of completion.

T. *Inspections*. The permit holder shall perform inspections of erosion and sediment control practices weekly in dry periods, before anticipated storm events (or a series of storm events as intermittent showers over one (1) or more days) and within twenty-four (24) hours after any rainfall of one-half (1/2) inch or greater within a twenty-four (24) hour period. During prolonged rainfall, daily inspections shall be performed. Erosion and sediment control shall be repaired as necessary. The permit-holder shall maintain on-site a record of such inspections and repairs.

U. *Storm water discharge*. There shall be no distinctly visible floating scum, oil, or other matter contained in the storm water discharge. The storm water discharge must not cause the receiving stream to change color.

V. *Control of other construction related wastes*. Owners and developers of land-disturbing activities shall control other construction related wastes, as defined in this resolution, in accordance with the State of Tennessee General NPDES Permit for Discharges of Stormwater Associated with Construction Activities, except where more stringent criteria are set forth in this resolution or are required by the Inspector. The discharge of such wastes in stormwater discharges from a land-disturbing activity shall be prevented or minimized in accordance with the formal plan for the site of the activity.

W. *Vegetative buffers during construction*. An undisturbed vegetative buffer of a minimum of twenty-five (25) feet (as measured from the top-of-bank) shall be maintained adjacent to all free-flowing waters of the state during construction. For bodies of water such as ponds, lakes, etc., an undisturbed vegetative barrier of at least twenty-five (25) feet shall be maintained during construction. The Inspector may allow a variance with mitigation that is at least as protective of natural resources and the environment or where drainage structures and road crossings must be constructed, provided that adequate erosion control measures are incorporated in the submitted plans. The following requirements shall apply to any such buffer:

1. No land-disturbing activity shall be conducted within the buffer, and the buffer shall remain in its undisturbed state of vegetation until all land-disturbing activity on the site is complete and all disturbed areas on the site are stabilized.
2. Nothing contained in this section shall prevent the County from adopting rules and regulations or resolutions that contain requirements that exceed the minimum requirements in this section.

X. *Stripping, cleaning and grading to be minimized*. Stripping of vegetation, grading, and other development activities shall be conducted so as to minimize erosion. Clearing and grubbing must be held to a minimum necessary for grading and equipment operation. Preconstruction vegetative cover shall not be destroyed, removed or disturbed more than ten (10) calendar days prior to grading or earth moving. Construction must be sequenced to minimize the exposure time of cleared surface areas.

Section 10. Variances. The Inspector may waive or modify any of the General Criteria which are deemed inappropriate or too restrictive for site conditions by granting a variance. Variances may be granted in writing under the following conditions:

A. At the time of plan submission, an applicant may request a variance(s) to become part of the final plan. The applicant must set forth the reasons for requesting a variance(s) in writing. Specific variance(s) must be documented on the final plan.

B. During construction, the permit holder may request amendments to the final plan. The amended plan shall be reviewed pursuant to the procedures set forth in Section 6. Until such time as the amended plan is approved by the Inspector, the land-disturbing activity shall not proceed except in accordance with the original final plan. A response in writing for plan review approving or disapproving such request shall be given within ten (10) working days. Without written approval, no amendment shall be considered valid.

Section 11. **Right of Entry.** The Inspector may enter upon any property which discharges or contributes, or is believed to discharge or contribute, to stormwater runoff or the stormwater system; stream; natural drainage way; or other stormwater system during reasonable hours to monitor, remove foreign objects or blockages, and to inspect for compliance with the provisions of this resolution.

Section 12. **Final inspection and certification of completion.** Upon completion of the work specified in the final plan, the permit holder shall request a final inspection. Final inspection shall occur within five (5) working days of the request. If upon final inspection, the Inspector finds that the permit holder has complied with the requirements of the final plan and that the project has been completed, the Inspector shall issue a certificate of completion and close the grading permit. Should the Inspector find that there has not been compliance; the Inspector shall notify the permit holder of the reason(s) therefore. The permit holder shall then correct any deficiency(ies) and request a final inspection and issuance of a certificate of completion, or the permit holder shall submit security in the form of a cash deposit, letter of credit or other acceptable form of security guaranteeing completion of the work by a certain date. If the permit holder does not comply with the requirements of the final plan and complete the project, such security shall be forfeited, and the County may use the proceeds of the security to employ a contractor to bring the site into compliance with the requirements of the final plan. Should the Inspector conduct three (3) requested final inspections for the same permit without a certificate of completion being issued, the permit holder shall pay to the county a fee of fifty dollars ($50.00) for each additional inspection conducted by the Inspector thereafter.

Section 13. **Appeals.** Any applicant or permit holder may appeal any decision or interpretation of the provisions of this resolution by the Inspector to the Blount County Board of Zoning Appeals by filing a petition for review with the board within thirty (30) days of such decision or interpretation. Any person aggrieved by a final decision of the board may seek review by a court of competent jurisdiction.

Section 14. **Civil penalty.**

A. Any person or permit holder who violates any provision of this resolution or any permit condition or limitation or who fails to comply with any order issued by the Inspector shall be liable for a civil penalty of not less than fifty dollars ($50.00) or more than five thousand dollars ($5,000.00) per violation and/or failure to comply. Each day during which the violation and/or failure to comply continues shall constitute a separate offense. *See* Tenn. Code Ann. § 68-221-1106(a).

B. The following minimum penalties shall apply to land-disturbing activity which violates any provision of this resolution or any permit condition or limitation:

1. There shall be a minimum penalty of fifty dollars ($50.00) per day for each violation involving residential construction; and
2. There shall be a minimum penalty of two hundred and fifty dollars ($250.00) per day for each violation involving land-disturbing activity other than provided in sub-subsection 1. of this subsection B.

C. The Inspector is authorized and empowered to assess a civil penalty against any person or permit holder who violates any provision of this resolution or any permit condition or limitation or who fails to comply with any order issued by the Inspector. Notice of such assessment shall be served upon the person or permit holder incurring the civil penalty in any manner authorized by law.

D. Any person or permit holder incurring a civil penalty may seek review thereof by filing a petition for review with the Blount County Board of Zoning Appeals. If a petition for review of a civil penalty is not filed within thirty (30) days after notice of the civil penalty is served upon the person or permit holder incurring the civil penalty in any manner authorized by law, such person or permit holder shall be deemed to have consented to the civil penalty, and it shall become final. A decision of the Blount County Board of Zoning Appeals may be appealed pursuant to the provisions of title 27, chapter 8 of the Tennessee Code Annotated. *See* Tenn. Code Ann. § 68-221-1106(d).

E. Whenever any civil penalty has become final, the county may apply to the chancery court for the county for a judgment and seek execution on such judgment. Failure to seek review of and/or to appeal a civil penalty shall be treated as a confession of judgment. *See* Tenn. Code Ann. § 68-221-1106(e).

F. In assessing a civil penalty, the Inspector may consider the following factors:

1. The harm done to the public health or the environment;
2. Whether the civil penalty imposed will be a substantial economic deterrent to the prohibited activity;
3. The amount of effort put forth by the person or permit holder incurring the civil penalty to remedy the violation;
4. Any unusual or extraordinary enforcement costs incurred by the County;
5. The amount of penalty established by resolution for specific categories of violations;
6. Any equities of the situation which outweigh the benefit of imposing any civil penalty; and
7. The economic benefit gained by the person or permit holder incurring the civil penalty.

See Tenn. Code Ann. § 68-221-1106(b).

G. Any civil penalty incurred by a person or permit holder pursuant to this resolution shall be in addition to any civil penalty that may be assessed by the Commissioner of Environment and Conservation for violations of Tenn. Code Ann. §69-3-115 and/or any court-issued fines.

Section 15. Judicial proceedings.

A. The Inspector may institute injunction, mandamus, abatement or any other appropriate judicial action, actions, proceeding or proceedings to prevent, enjoin or abate the violation of any provision of this resolution or the provisions of any permit condition or limitation.

B. The County may prosecute violations of this resolution in the General Sessions Court for Blount County, Tennessee, in accordance with Tenn. Code Ann. § 5-1-123. Upon a finding that a person or permit holder has violated a provision of this resolution, the violator shall be subject to a fine not to exceed fifty dollars ($50.00), and such fine shall be in addition to any civil penalty incurred under the provisions of this resolution. Each day during which a provision of this resolution is violated shall constitute a separate offense.

Section 16. Effective Date. This resolution shall take effect upon its adoption, the public welfare requiring it.

ADOPTED this 15th day of August, 2024.

_____
Chairman

Attest:

Approved: _____

_____
County Clerk

Vetoed: _____

Resolution Sponsors:

_____
Commissioner

_____
Commissioner

_____
County Mayor

_____
Date

Blount County Government

TO: Blount County Commissioners

FROM: Highway Department

RE: Stormwater Resolutions

DATE: July 29, 2024

Blount County first adopted stormwater resolutions in the early 2000s. They consist of four (4) resolutions: (1) Illicit Discharge (2) Water Quality Buffer (3) Stormwater Quality Management and (4) Water Quality Protection. These resolutions are for the urbanized area only (current term is MS4 area).

An MS4 System plays a vital role in protecting the environment and ensuring the health and safety of the community. It is part of a federally mandated plan designed to protect, preserve, and prevent pollution from entering clean waters of the state.

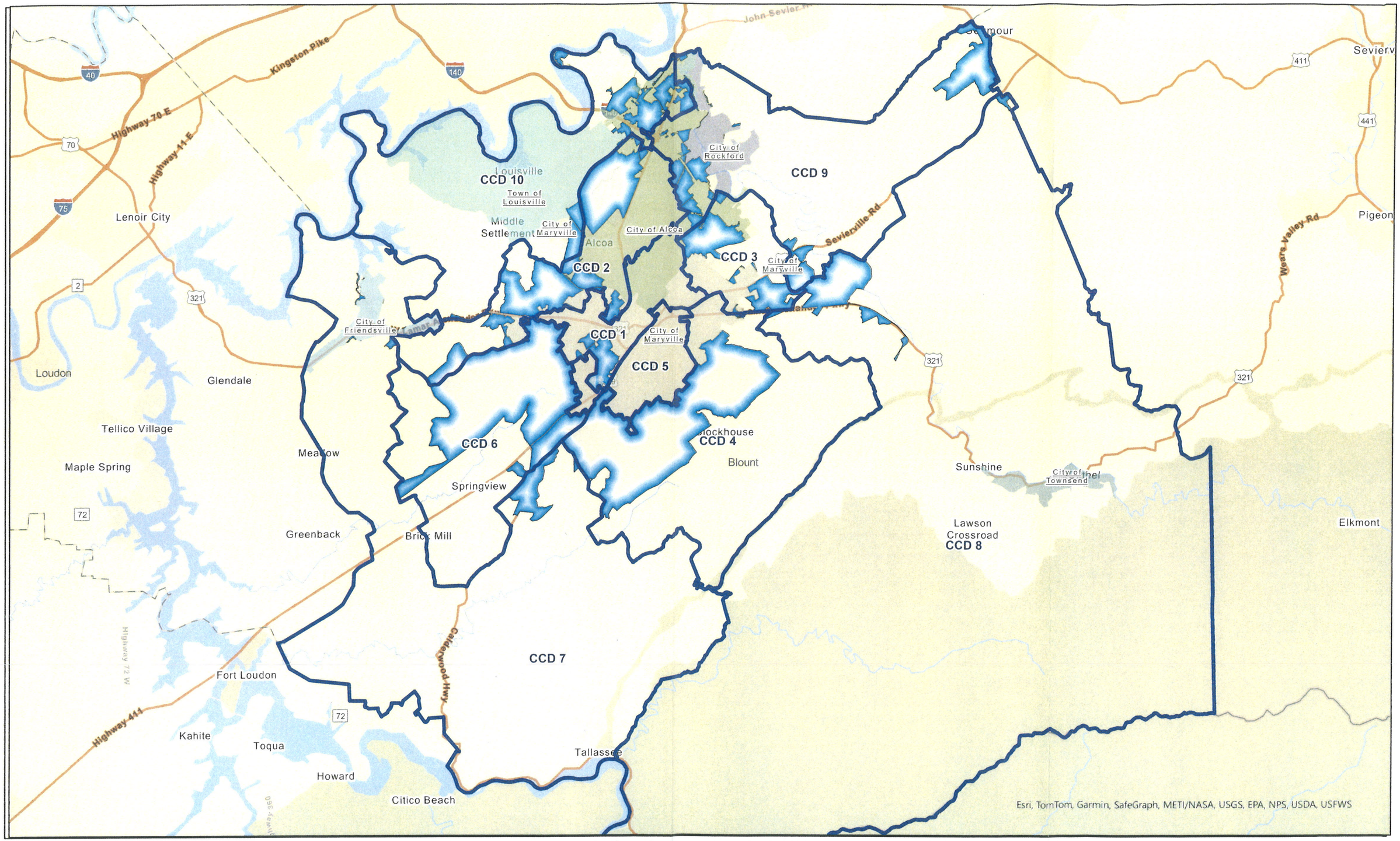
The Environmental Protection Agency (EPA) amended the original Federal Water Pollution Control Act to the Clean Water Act (CWA). Tennessee then adopted their own set of rules and regulation associated with the CWA. This was the Tennessee Water Quality Control Act and all municipalities/counties over 50,000 in population must have an MS4 permit in place to deal directly with stormwater pollution due to land disturbing activities. Under the National Pollutant Discharge Elimination System (NPDES) program, the U.S. Environmental Protection Agency (EPA) can authorize states to implement the federal requirements and issue stormwater permits.

The U.S. EPA introduced the new MS4 Stormwater Permit under the NPDES effective September 1, 2022, hence, the MS4 Stormwater Permit is a legal requirement for municipalities (cities, towns, counties, and other jurisdictions operating an MS4). This caused every jurisdiction to evaluate their current stormwater program and amend to be compliant with the new MS4 permit. The Blount County Stormwater Resolutions have been amended to be in compliance with the essential components of the MS4 Stormwater Permit.

Due to the changes to the CWA, all four resolutions had to be revised to meet the current TDEC permit. There could be penalties assessed if Blount County does not have resolutions in place to

address the MS4 Stormwater Permit by September 1, 2024. The penalties would be $5,000 to $10,000 per day until the correction is made.

Jeff Headrick
Blount County Highway Superintendent



Blount County Highway Department

Legend

M.S.4 Area

Blount County M.S.4

Date: 08/06/2024

Drawn By: JBH

Sheet 1 of 1

359 Court Street
Maryville, TN 37804-5906

Blount County Government

Legislation Details (With Text)

File #:	RES 24-278	**Version:**	3	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/18/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Resolution No. 24-08-021, A Resolution for the Blount County Highway Department to Enter Into an Inter Local Agreement with the Maryville-Alcoa Central Traffic Operations (MACTO) Group.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	24-08-021 Interlocal Agreement - MACTO Exhibit A - Interlocal Agreement MACTO MACTO Memo				

Date	Ver.	Action By	Action	Result
8/6/2024	3	Commission Workshop		

Resolution No. 24-08-021, A Resolution for the Blount County Highway Department to Enter Into an Inter Local Agreement with the Maryville-Alcoa Central Traffic Operations (MACTO) Group.

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RESOLUTION NO. 24-08-021

SPONSORED BY: Commissioners Mike Caylor and Scott King

A RESOLUTION FOR THE BLOUNT COUNTY HIGHWAY DEPARTMENT TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE MARYVILLE - ALCOA CENTRAL TRAFFIC OPERATIONS GROUP

WHEREAS, *Tennessee Code Annotated* §5-1-113 and §12-9-108 provides for interagency contracts and interlocal agreements between counties and municipalities upon approval of the legislative bodies for each governmental entity; and

WHEREAS, the Maryville - Alcoa Central Traffic Operations (MACTO) group has provided services for joint traffic operations throughout Maryville and Alcoa, Tennessee, since June 5, 2012; and

WHEREAS, by entering into an agreement with MACTO, Blount County would move from the current reactive maintenance regime to a proactive program, thereby switching the focus to preventive maintenance and cost-effective equipment upgrades; as well as, helping to mitigate any future life safety hazards that would adversely impact the citizens of Blount County; and

WHEREAS, working with MACTO would create a centralized signalization continuity, and taking advantage of MATCO's specialized staff, equipment and their ability to maintain and respond on a 24/7 emergency basis; and

WHEREAS, this agreement would potentially offer Blount County a unique opportunity to save money on a long-term basis and enhance services to the community; and

WHEREAS, this Resolution includes the herein attached said interlocal agreement which describes how these responsibilities and duties would be fulfilled by MACTO and Blount County, Tennessee.

NOW, THEREFORE, BE IT RESOLVED by the Blount County Legislative Body assembled in regular session on this _____ day of _____ 20__, that:

1. the Agreement attached hereto as Exhibit "A" is hereby approved; and
2. the Blount County Mayor is authorized to execute the Agreement on behalf of Blount County, Tennessee.

Duly authorized and approved this ____ day of _____, 2024.

CERTIFICATION OF ACTION	**ATTEST**
_____	_____
Commission Chairman	County Clerk
_____	_____
County Mayor	Date

☐ Approved

☐ Vetoed

Exhibit "A"

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT is made and entered into as of the ____ day of _____, 20___, by and between THE CITY OF MARYVILLE, TENNESSEE ("Maryville"), a municipal corporation located in Blount County, Tennessee; THE CITY OF ALCOA, TENNESSEE ("Alcoa), a municipal corporation located in Blount County, Tennessee; and BLOUNT COUNTY, TENNESSEE ("Blount County"), a political subdivision of the State of Tennessee, as follows:

WITNESSETH:

THAT WHEREAS, Alcoa and Maryville currently participate in providing services for joint traffic operations by Agreement dated June 5, 2012, through a team of personnel known as "MACTO" (Maryville-Alcoa Central Traffic Operations), and

WHEREAS, the purpose of MACTO is to provide smooth, coordinated traffic flow between signalized intersections in both Maryville and Alcoa, and

WHEREAS, Blount County is making traffic signal improvements that may benefit from MACTO's services and coordination through MACTO.

WHEREAS, upon completion of certain improvements to be made by Blount County to traffic signals outside of Maryville and Alcoa city limits, the responsibility for maintenance and operation of the signals may be transferred to MACTO under a separate agreement.

WHEREFORE, the parties hereto hereby agree as follows:

1. Purpose. The purpose of this Agreement is to establish the role of each Party in the planning, design, construction, and construction oversight of traffic signal improvements at five locations: State Route 335/William Blount Dr at Big Springs Rd, State Route 335/William Blount Dr at County Farm Rd, State Route 335/William Blount Dr at Morganton Rd, Old Niles Ferry Rd at Fairview Rd, and at State Route 33/Old Knoxville Highway at Defoe Circle in Blount County, Tennessee. Other intersections may be subsequently added to the coverage in this Agreement if agreed in writing by the parties hereto.

2. Term. The term of this Agreement shall be five (5) years from the date first listed above. The Agreement shall be renewed for a successive period of five (5) years unless terminated in writing by any party hereto at least thirty (30) days prior to the renewal date. The Agreement further may be terminated at any time by any party hereto upon the provision of ninety (90) days advance written notice to all other parties.

3. Responsibilities.
   a) Blount County through its Highway Department agrees to upgrade certain traffic signal equipment identified in "Exhibit A" to modernize their equipment to MACTO standards. The costs of the improvements shall be the responsibility of Blount County, as will the procurement of contractors, equipment, consultant designs, or other services. Blount

County through its Highway Department agrees that MACTO's standard equipment will be used for the new traffic signal installation at the intersection(s) at issue. Further, MACTO personnel will be allowed to perform regular inspections during the construction process and to direct such changes as need to be made to ensure that all applicable standards are met. Blount County will allow the signal(s) at issue to be timed as advised by MACTO during the term of this Agreement.

b) MACTO agrees to provide project oversight during the planning and execution of traffic signal upgrades, as well as traffic signal controller programming, and initial set-up of controller equipment.

4. No maintenance or other services provided. This Agreement does not provide for routine maintenance or unscheduled maintenance or repair of the traffic signal(s) at issue. Blount County shall be solely responsible for repair, operations, and maintenance costs associated with the operation of the intersection(s) at issue including, but not limited to, utilities, LED replacement, repairs due to accidents, etc.

5. Funding. Each party is responsible for the funding of its responsibilities as set forth in Paragraphs 3 and 4, above, of this Agreement. Neither party shall seek or request payment from any other party for services provided hereunder.

6. Amendments. This Agreement may be amended only in a writing signed by all parties hereto and authorized by the governing body of each party to this Agreement.

7. Relationships. The participants in work undertaken under this Agreement shall remain employees only of their own respective employers and neither the participants nor the parties shall be agents, representatives, or joint ventures of any other party hereto.

8. Ongoing Obligations. This Agreement contains the full obligations of the Parties with regard to the subject matter of this Agreement. No oral agreement either before or after execution of this Agreement shall affect or modify any of the terms or obligations contained in this Agreement, including but not limited to the allocation of funding and expense related to the obligations under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the day and the date first written above.

CITY OF MARYVILLE, TENNESSEE:

BY:_____
MAYOR

Attest:

_____
_____
City Recorder

CITY OF ALCOA, TENNESSEE:

BY:_____
MAYOR

Attest:

_____
_____
City Recorder

BLOUNT COUNTY, TENNESSEE:

BY:_____
MAYOR

Attest:

_____
_____
County Recorder

"EXHIBIT A": Traffic Signal Improvements

William Blount Dr & Big Springs Rd

- Install Battery Backup Unit/Power Conditioner
- Upgrade traffic signal cabinet to MACTO Standard
- Upgrade traffic signal controller and monitor to MACTO Standard
- Replace signal heads and backplates
- Install GRIDSMART video detection
- Connect equipment to existing MACNET fiber optic network

William Blount Dr & County Farm Rd

- Install Battery Backup Unit/Power Conditioner
- Upgrade traffic signal cabinet to MACTO Standard
- Upgrade traffic signal controller and monitor to MACTO Standard
- Replace signal heads and backplates
- Install GRIDSMART video detection
- Connect equipment to existing MACNET fiber optic network

William Blount Dr & Morganton Rd

- Install Battery Backup Unit/Power Conditioner
- Upgrade traffic signal cabinet
- Replace signal heads and backplates
- Install GRIDSMART video detection
- Connect equipment to existing MACNET fiber optic network

Fairview Dr & Old Niles Ferry Rd

- Install Battery Backup Unit/Power Conditioner

- Upgrade traffic signal cabinet to MACTO Standard
- Upgrade traffic signal controller and monitor to MACTO Standard
- Replace signal heads and backplates
- Install GRIDSMART video detection
- Connect equipment to existing MACNET fiber optic network

E. Broadway Ave & Defoe Cir

- Install GRIDSMART video detection

Blount County Government

TO: Blount County Commissioners

FROM: Highway Department

RE: MACTO Interlocal Agreement

DATE: July 29, 2024

The Maryville – Alcoa Central Traffic Operations group (MACTO) has provided services for joint traffic operations in Maryville and Alcoa since June 5, 2012. The Blount County Highway Department is requesting to enter into an Interlocal Agreement with this group.

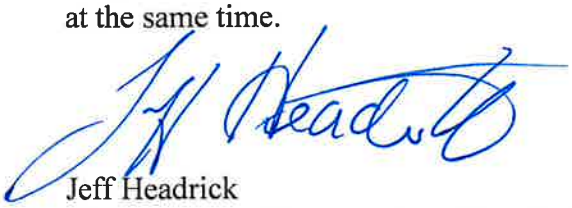
The Blount County Highway Department currently uses Progression Electric to provide all emergency maintenance services for our signalized intersections. By entering into an agreement with MACTO we will be able to move from our current reactive maintenance regime to a proactive program that will focus on preventive maintenance and cost-effective equipment upgrades. This will help to mitigate any future life safety hazards that would adversely impact the citizens of Blount County.

The Highway Department has six signalized intersections total, only five of which would be maintained by MACTO the Signalized intersection located at Burnett Station and Chapman Highway is to far outside of MACTOs' maintenance area to be included in the agreement.

The signalized intersections will need to be upgraded to meet MACTO standards. Once the work is complete the Blount County Highway Department would enter into a MOU with MACTO. The MOU will specify that MACTO will own all equipment, maintain all equipment, provide any required emergency response to the intersections, provide emergency repairs and keep all five intersections in compliance with any future regulatory requirements. The Highway Department will work with MATCO to establish a fee for services on an annual basis.

The Blount County Highway Department working with MACTO will create a centralized signalization continuity, taking advantage of MATCOs specialized staff, equipment and their ability to maintain and respond on a 24/7 emergency basis. This agreement offers the County the

unique opportunity to save money on a long-term basis and enhance services to the community at the same time.



Jeff Headrick
Blount County Highway Superintendent

Legislation Details (With Text)

File #:	RES 24-289	**Version:**	1	**Name:**	
Type:	Resolution			**Status:**	Agenda Ready
File created:	7/29/2024			**In control:**	Board of Commissioners
On agenda:	8/15/2024			**Final action:**	
Title:	Setting of a Zoning Public Hearing to Amend the Zoning Map of Blount County, Tennessee, from R-1 (Rural District 1) to RAC (Rural Arterial Commercial) for a 3.194 Acre Portion of a 5.014 Parcel Located at 5212 U.S. Highway 411S. The property is identified as part of tax map 100 parcel 009.02.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Memo to Request Zoning Public Haring R-1 to RAC 5212 US411S-6 Draft Resolution to Amend Zoning Map R-1 to RAC 5212 US411S Report of Action for Request to Amend Zoning Map R-1 to RAC 5212 US411S-2 Staff Memo for Rezoning Request to Amend 5212 US411S-5				

Date	Ver.	Action By	Action	Result
8/6/2024	1	Commission Workshop		

Setting of a Zoning Public Hearing to Amend the Zoning Map of Blount County, Tennessee, from R-1 (Rural District 1) to RAC (Rural Arterial Commercial) for a 3.194 Acre Portion of a 5.014 Parcel Located at 5212 U.S. Highway 411S. The property is identified as part of tax map 100 parcel 009.02.

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Blount County
Planning and Development Services
1221 McArthur Road
Maryville, TN 37804
Phone: 865-681-9301 Fax: 865-681-9502

MEMORANDUM

TO: Blount County Board of Commissioners

FROM: Cameron Buckner
Building Commissioner

DATE: July 29, 2024

SUBJECT: Request for public hearing

Attachments

(1) Draft Resolution
(2) Report of action from July 25, 2024
(3) Staff memo and exhibits

Discussion:

This is a request for a public hearing on a resolution to amend the Zoning Map of Blount County, Tennessee from R-1 (Rural District 1) to RAC (Rural Arterial Commercial) for a a 3.194 acre portion of a 5.014 parcel located at 5212 U.S. Highway 411S. The property is identified as part of tax map 100 parcel 009.02.

The Blount County Regional Planning Commission held a public hearing on this item at their July 25, 2024 regular meeting. No one spoke on the item and the Planning Commission considered the request and voted unanimously to recommend approval by the County Commission. Prior to taking action on the amendment, the County Commission must hold a public hearing pursuant to TCA § 13-7-105 and Section 12.2 of the Zoning Regulations of Blount County, Tennessee.

RESOLUTION NO. __-__-___

SPONSORED BY: Commissioners _____ and _____

A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-1 (Rural District 1) to RAC (Rural Arterial Commercial) for a 3.194 acre portion of a 5.014 parcel located at 5212 U.S. Highway 411S. The property is identified as part of tax map 100 parcel 009.02.

WHEREAS, the legislature of the State of Tennessee has enabled Blount County to adopt and amend zoning regulations, including a zoning map, in Tennessee Code Annotated Section 13-7-101, et seq., and

WHEREAS, the Board of Commissioners of Blount County, Tennessee adopted zoning regulations, including the Zoning Map of Blount County, Tennessee in Resolution 00-06-010 **A RESOLUTION ADOPTING ZONING IN BLOUNT COUNTY PURSUANT TO SECTIONS 13-7- 101, et seq., OF THE TENNESSEE CODE ANNOTATED**, and

WHEREAS, it is desired to amend the Zoning Map of Blount County, Tennessee, and

WHEREAS, the Blount County Regional Planning Commission met in regular session on July 25, 2024, and voted unanimously (9-0) to forward to the County Commission with a recommendation for approval of the following amendment to the zoning regulations; and

NOW, THEREFORE, BE IT RESOLVED by the Legislative Body of Blount County, Tennessee, assembled in regular session on this _____ day of _____ 20__, to adopt the following:



That the Zoning Map of Blount County, Tennessee, be amended by rezoning land from R-1 (Rural District 1) to RAC (Rural Arterial Commercial) for a 3.194 acre portion of a 5.014 parcel located at 5212 U.S.

DRAFT

Highway 411S. The property is identified as part of tax map 100 parcel 009.02. (the portion to be rezoned is shown hatched in red above).

BE IT FURTHER RESOLVED, that THAT THIS RESOLUTION SHALL BE IN FORCE AND BECOME EFFECTIVE UPON ITS ADOPTION, THE PUBLIC WELFARE REQUIRING IT.

Duly authorized and approved the _____ of _____ 20__.

CERTIFICATION OF ACTION

_____
Commission Chairman

_____
County Mayor

☐ Approved

☐ Vetoed

ATTEST

_____
County Clerk

_____
Date

DRAFT

359 Court Street
Maryville, TN 378045906

Blount County Government
Meeting Minutes Draft
Planning Commission

Blount County Courthouse, Room 430
Thursday, July 25, 2024 5:30 PM

Live stream via https://zoom.us/join
Zoom Meeting Id:
818 5189 8224

***The following are not approved minutes, but only a report of action**

[...]

IV. PUBLIC HEARINGS:

A Resolution to Amend the Zoning Map of Blount County Tennessee from R-1 (Rural District 1) to RAC (Rural Arterial Commercial) for a 3.1494 acre portion of a 5.014 acre parcel located at 5212 U.S. Highway 411S. The property is identified as part of tax map 100 parcel 009.02.

A motion was made by Commissioner Giles, seconded by Commissioner Wells, to forward to the County Commission with recommendation of approval. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: ***9*** *Bledsoe, Bright, Giles, Hannah, Hodge, McClellan, Myers, Tipton, and Wells*

No: *0*

Abstain: *0*

Blount County
Planning and Development Services
1221 McArthur Road
Maryville, TN 37804
Phone: 865-681-9301 Fax: 865-681-9502

MEMORANDUM

TO: Blount County Planning Commission

FROM: Cameron Buckner, Senior Planner

DATE: July 25, 2024

SUBJECT: Rezoning request from R-1(Rural District 1) to RAC (Rural Arterial Commercial District) for a 3.19 acre portion of a 5.01 acre tract of land located 5212 US Hwy 411 S, Blount County, TN (Tax map 100 parcel 009.02)

Attachments

1. Application
2. Survey
3. Legal Description
4. Tax Map
5. Zoning Map

Applicant/Owner
Allstate Enterprises LLC

Land Use and Zoning
The subject property totals 5.01 acres and is zoned R-1 (Rural District 1). The existing land use is vacant.

Adjacent Land Uses
North– RAC (map 100 parcels 008.01 and 012.06)
East – R-1 (map 100, parcel 009.03)
West – R-1 (map 100, parcel 009.00)
South- R-1 (map 100, parcel 066.00)

Summary

Please see attachments. The RAC (rural arterial commercial) district allows only the first 500 ft from the right of way to be rezoned into that district, as is shown on the attached survey/exhibit. In light of that restriction, only 3.19 acres of the 5.01 acre parcel will be rezoned into the RAC

district. The remaining portion in the rear of the parcel will remain in the R-1 zone. As with all rezoning requests, the commission must review this request on its own merits, with no specific development plan in mind by considering all potential uses in the RAC- Rural Arterial Commercial District (Section 9.10 included below). Any future commercial development would be subject to review and approval by either the planning commission for a site plan or the Board of Zoning appeals for special exception, as appropriate.

The signed application, survey/exhibit, legal description, tax map and zoning map are attached for reference. This property is not within a FEMA flood hazard area.

The commission should review the proposal and, by way of a motion, forward this request to the County Commission with a recommendation for approval or denial.

Applicable code sections regarding the district are included below for reference:

Section 9.10. RAC – Rural Arterial Commercial District. It is the purpose and intent of this district to regulate commercial and other development of low to medium density adjacent to major four or more lane arterial roads in the county, consistent with the overall purposes of this Resolution contained in Article 3, consistent with provisions in Public Chapter 1101 of 1998 (Tennessee Code Annotated Section 6-58-101, et seq), and consistent with plans adopted by Blount County. It is further the policy of the County Commission that the RAC district and this section should have applicability only to land adjacent to Highway 411 South outside the Maryville urban growth boundary, and to Highway 321 – East Lamar Alexander Parkway outside the Maryville urban growth to intersection with Foothills Parkway, and that amendments to the Zoning Map should extend no more than 500 feet away from the right-of-way lines of the above delineated highways. This section does not amend the Zoning Map, nor zone nor rezone any land to RAC, but only identifies limits to location for any land that may in the future be zoned RAC.

A. Permitted Uses: General retail sales and rental of goods and merchandise; Restaurants; bed and breakfast, office of a physician, dentist, or other similar medical professional; campgrounds; Golf driving ranges, miniature golf courses, and similar uses; Kennels and veterinarian services; Miscellaneous public and semi-public facilities including post offices; Commercial greenhouses; Churches, temples and similar places of worship with accessory structures, uses and cemeteries; Golf courses; Commercial cemeteries not associated with any on-site place of worship; any use permitted or listed as permissible as a special exception in Sections 9.2.A and 9.2.B, with any related commercial uses subject to site plan and design standards in Section 7.2; stand-alone uses not associated with a residential use (family commercial enterprise) as listed in Section 7.10.C and subject to full site plan requirements and commercial design standards in Sections 7.2 and 7.15.(Resolution 17-01-002)

B. Uses permitted as special exception: Motorcycle safety training facilities.

C. Uses permitted as special exception with specific limitations: None.

D. Uses Prohibited: In the RAC – Rural Arterial Commercial District: pain management clinics. All other uses are prohibited except those uses permitted or permitted as special exception specifically above. (Resolution 12-08-003)

E. Uses Requiring Site Plan Review: All uses and customary accessory structures, except one or two single family or manufactured home dwelling on a single lot, duplex dwelling on separate lot, and customary accessory structures to such excepted uses.

F. Minimum Lot Size and Density: For residential structures as required in Section 9.2.F. For all other uses: minimum lot size shall be one (1) acre, and maximum lot coverage of all buildings shall be no more twenty five (25) percent provided that both primary and duplicate area for septic field purposes are maintained unhindered by any structure, parking, drainage or other design element of the site which may impact septic functioning (Resolution 10-11-003)

G. Setback Requirements: All uses shall comply with the following setback requirements, except as otherwise provided for in Articles 3 and 5 for lots of record and nonconforming situations.

1. Front Setback: the minimum depth of the front building setback shall be 60 feet from any road right-of-way or easement line.

2. Rear Setback: the minimum building setback from the rear property line shall be 20 feet for the principal structure, and five feet for any accessory structure, provided that the rear setback shall be 40 feet for any non residential use with a rear property line abutting a residential use lot, or abutting a lot in the S, R-1 or R-2 zone.

3. Side Setback: For any commercial use under Permitted Uses abutting another commercial use or land zoned C-Commercial or I-Industrial or RAC-Rural Arterial Commercial, the minimum building setback from the side property line shall be ten (10) feet. For any commercial use under Permitted Uses abutting a residential lot or land zoned S, R-1 or R-2, the minimum building setback from the side property line shall be 20 feet. For any special exception, the minimum building setback from the side property line shall be 20 feet, or greater as may be required by the Board of Zoning Appeals. For any residential use the minimum building setback from the side property line shall be ten (10) feet.

H. Maximum Height of Structures: Unless otherwise explicitly allowed in other articles of this Resolution, all structures shall be no greater than 35 feet higher than the highest natural grade immediately adjacent to the structure.

I. Additional Site Plan Requirements: In addition to site plan requirements in Section 7.2, site plans for any commercial use permit under this Section shall be drawn by a qualified professional, and shall include front elevation of any proposed structure.

J. Additional design requirements: All site plans shall be accompanied by a stormwater drainage plan prepared by a qualified engineer, and shall address the need for detention, if necessary, and pollution control. All uses permitted under this Section shall provide a vegetative landscape buffer, to be determined by the Planning Commission during site plan review, between the use/buildings on the commercial site, and any parcel or lot zoned other than RAC or C. Such buffering shall apply to rear lot lines of the commercial site, and also to side lot lines behind the minimum front building setback lines, except where there is an

immediately adjacent residential use that would require screening within the minimum front building setback line. All uses permitted under this Section shall provide a front building elevation that meets the design requirements in Section 7.15-C-3 . All external lighting shall be directed away from or screened from land zoned other than RAC or C, and away from any public right-of-way. Where noise is determined to be a probable off-site impact of a proposed use, a noise mitigation barrier of solid structure or earth berm, in addition to vegetative buffer, shall be designed as part of the site plan and constructed. (Resolution 10-10-011).

K. Review on change of use.

1. For any change of use to special exception use under provisions for change of use requiring Board of Zoning Appeals approval, the Board of Zoning Appeals shall have permit and review authority under provisions of these regulations.

2. For other change of use, excluding change to uses allowed in Section 9.2.A, a permit application for zoning compliance shall be submitted, to be reviewed by the Building Commissioner for conformity to requirements for the zone and any previously approved site plan. The Building Commissioner shall require information on the application sufficient for determination of zoning compliance, and certification of zoning compliance in writing shall be considered as approval of the permit for change of use.

3. Notwithstanding subsection 2 above, upon determination by the Building Commissioner that a use will be of greater impact or will require new or changed site design elements upon change of use, the Building Commissioner shall require a new permit application and site plan to be reviewed by the Planning Commission as a new permit for that change of use.

4. All changes of use under this subsection shall require new permit application and charged fees as such.

Zoning Request Application

Under the Blount County Zoning Regulations

Department of Development Services
1221 McArthur Road Maryville, TN 37804
Phone: 865-681-9301 Fax: 865-681-9502

Tax Map/Parcel: 100 / 009.02 Site Address: 5212 US Highway 411 South

Owner: Allstate Enterprises, LLC Phone: 865-299-4401

Mailing Address: 21680 Wilderness Rd

Rose Hill VA 24281

City State Zip Code

Type of Permit:

Appeal ___ Rezoning X Special Exception ___ Variance ___ Co-Locate ___ Tower ___

Zone _____ Size of lot _____

Notes:

Rezoning to Rural Arterial Commercial (RAC)

I, the undersigned being the owner of the property described above, affirm the accuracy of the above information about the property and any proposed structures and uses described. I further acknowledge that it is my responsibility to ensure that such requirements are met during construction of any proposed structure. By my signature, I also give permission for inspection of the property by an authorized agent of Blount County Government for the purpose of enforcing the Zoning Regulations set forth by the Blount County Commission.

Owner Signature

5-30-2024
Date

Fee: $1,000 Receipt #: 24001024

Approval Signature: _____ Date: _____

Updated 08/09/2017

NOTES:

1) EVERY DOCUMENT OF RECORD REVIEWED AND CONSIDERED AS A PART OF THIS SURVEY IS NOTED HEREON. NO ABSTRACT OF TITLE, NOR TITLE COMMITMENT, NOR RESULTS OF TITLE SEARCHES WERE FURNISHED THE SURVEYOR. THERE MAY EXIST OTHER DOCUMENTS OF RECORD THAT WOULD AFFECT THIS PARCEL.

2) AS PER THE FLOOD INSURANCE RATE MAP (MAP NUMBER: 47009C0215C, EFFECTIVE DATE: SEPTEMBER 29, 2007) THIS PROPERTY IS LOCATED WITHIN ZONE X, AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.

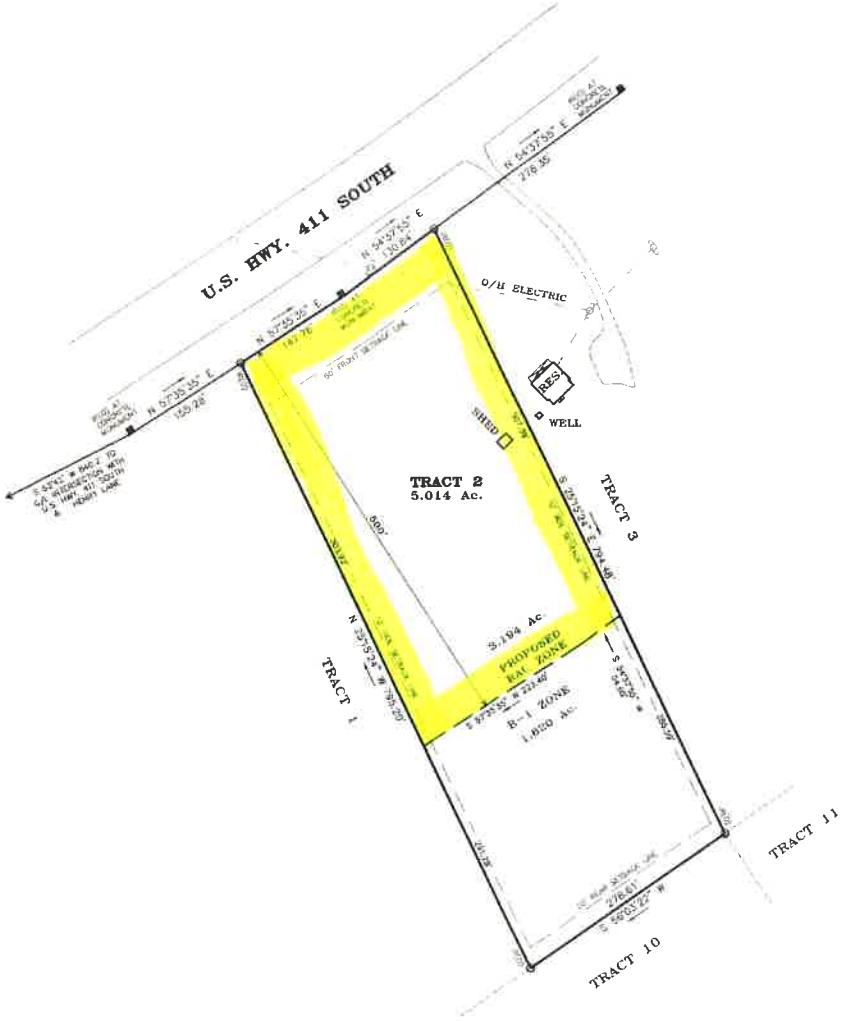
3) THIS PROPERTY IS ZONED: R-1 (RURAL DISTRICT 1)

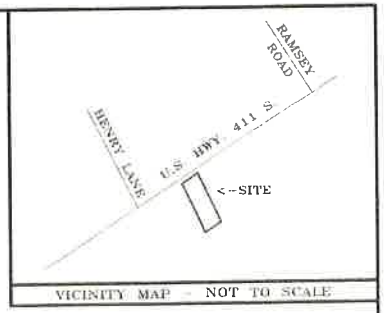
4) SETBACK REQUIREMENTS: FRONT = 60 FEET
SIDE = 10 FEET
REAR = 20 FEET FOR PRINCIPAL STRUCTURE
5 FEET FOR ACCESSORY STRUCTURE

5) IRON ROD SET AT EACH CORNER UNLESS OTHERWISE SHOWN HEREON

6) RTK GPS WAS USED ON TOCK OF THIS SURVEY. DATUM IS NAD 83 CORS 96 (TDOT NETWORK CORRECTION) THE GPS RECEIVER WAS A CARLSON BRX7 AND EXCEDES DUAL FREQUENCIES. ALL GPS MEASURED POINTS WERE REDUCED TO GROUND WITH A GRID TO GROUND FACTOR OF 1.000000. AVERAGE RMS VALUES RECORDED WERE LESS THAN 0.05 FEET AT EACH CORNER.

7) DRIVEWAY ACCESS TO U.S. HWY. 411 SOUTH PER TDOT PERMIT ONLY.





VICINITY MAP - NOT TO SCALE



REZONING REQUEST
SURVEY OF TRACT 2
DAVID TEX HILL ESTATE PROPERTY

DISTRICT 1, BLOUNT COUNTY, TENNESSEE
REF.: R.B. 2774-2323 - MAP FILE 4475A
TOTAL AREA = 5.014 Ac.

OWNERS: ALLSTATE ENTERPRISES, LLC
1680 WILDERNESS ROAD
ROSE HILL, VA. 24281

GRAPHIC SCALE

(IN FEET)
1 inch = 100 ft.

The owner and/or developer of any lot, in developing the lot into building, whether primary structure or accessory structure, or conducting any development or use that will disturb soils on the lot, shall reserve and maintain area sufficient for primary, secondary (and tertiary when applicable) septic field lines appropriate to the size and use of buildings and other development or activities. The Blount County Environmental Health Department should be consulted prior to any construction to determine appropriate area to be reserved undisturbed for septic field use.

KEVIN EDGAR PITTS
REGISTERED LAND SURVEYOR
XVI
TENNESSEE No. 2324
5-21-24

CERTIFICATE

I HEREBY CERTIFY THAT I AM A SURVEYOR LICENSED TO DO SURVEYING UNDER THE LAWS OF THE STATE OF TENNESSEE, THAT I HAVE SURVEYED THE HEREIN DESCRIBED PROPERTY, THAT THIS PLAT CORRECTLY DEPICTS THE RESULTS OF SAID SURVEY, THAT SAME IS TRUE AND CORRECT TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF, AND THAT THE SURVEY MEETS CATEGORY IV ACCURACY SPECIFICATIONS. THE RATIO OF PRECISION OF THE UNADJUSTED SURVEY IS 1: 10,000+ OR LESS THAN 1/10 OF A FOOT PER CORNER ON SMALL LOTS

BLOUNT SURVEYS, INC.
KEVIN EDGAR PITTS, RLS NO. 2324
1710 E. LAMAR ALEXANDER PARKWAY
MARYVILLE, TENNESSEE 37801
PHONE (865) 983-8484

LEGEND:
3/4"ID = 0.5 IRON ROD FOUND
3/4"ID = 0.5 IRON PIPE FOUND
(R&M) = M.K. IRON ROD (SET)
R&M = REBAR W/ CAP SET

TAX MAP 100
GROUP
PARCEL 009.02

DATE: 05-21-24
DRAWN BY: KP
SHEET: 1 OF 1
FIELD WORK BY: KP
SCALE: 1"=100'
MAP CHECK BY:
JOB NO: 1254.24

Legal Description – Zoning Request – R-1 to RAC

SITUATED in District One (1) of Blount County, Tennessee and being a portion of Tract 2 of the David Tex Hill Estate Property, as shown by map of the same of record in Map File 4475A in the Register's Office for Blount County, Tennessee, to which map specific reference is hereby made for a more particularly described as followed:

BEGINNING at an iron rod old at concrete monument at the southern right-of-way of U .S Highway 411 South and being South 63-42 West 840.2 feet to the centerline intersection with U.S Highway 411 South and Henry Lane, thence with the southern right-of-way of U.S. Highway 411 South, North 57-35-35 East 155.28 feet to an iron rod old and the common corner with Tracts 1 and 2 of the David Tex Hill Estate Property (Map File 4475A) and being the Point of Beginning; thence continuing with the southern right-of-way of U.S. Highway 411 South the following two (2) calls: (1) North 57-35-35 East 147.76 feet to an iron rod old at a concrete monument; thence (2) North 54-37-55 East 130.84 feet to an iron rod old and common corner with Tracts 2 and 3; thence leaving the southern right-of-way of U.S. Highway 411 South and with Tract 3, South 25-15-24 East 507.89 feet to a point; thence across Tract 2, South 54-37-55 West 54.60 feet to a point; thence South 57-35-35 West 223.40 feet to a point at the common line with Tract 1; thence with Tract 1, North 25-15-24 West 503.92 feet to the point of the beginning and containing 3.194 acres, as shown by Kevin Edgar Pitts, Tennessee Registered Land Surveyor No. 2324, 1710 W. Lamar Alexander Parkway, Maryville, Tennessee 37801, dated June 21, 2024 and Job Number 12574.

THIS CONVEYANCE is made subject to all applicable restrictions, conditions, rights-of-way of U.S Highway 411 South, etc. of record in the Register's Office for Blount County, Tennessee, and including but not limited to Map File 4475A.

Blount County - Parcel: 100 009.02



Date: July 18, 2024

County: Blount
Owner: HILL DAVID T
Address: HWY 411 S
Parcel Number: 100 009.02
Deeded Acreage: 5.01
Calculated Acreage: 0

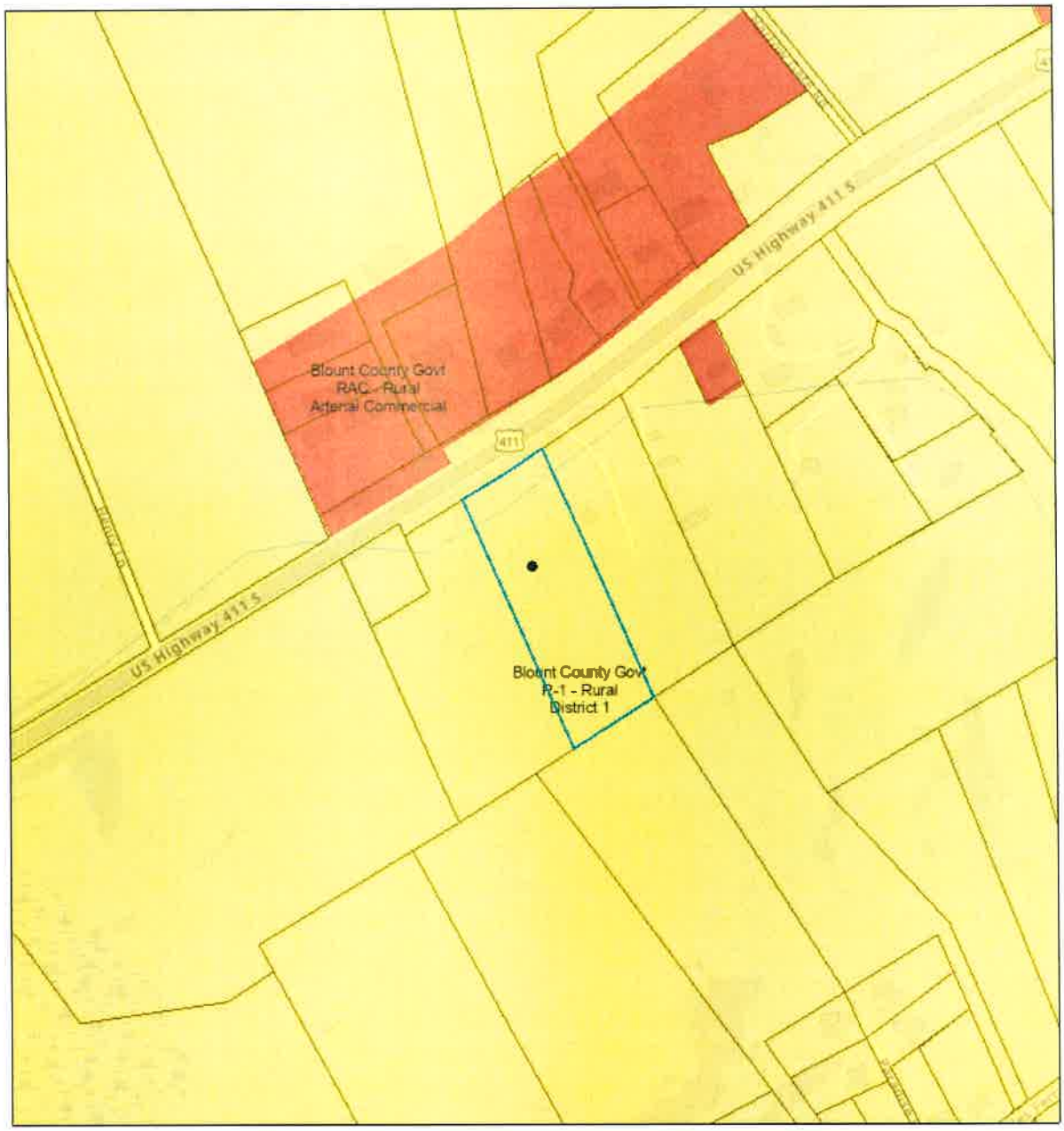
1:2,257

0 0.01 0.03 0.06 mi

0 0.03 0.05 0.1 km

Esri Community Maps Contributors, Tennessee STS GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, State of Tennessee, Comptroller of the Treasury, Division of Property Assessments (DPA)

5212 US 411S Zoning



July 18, 2024

1:6,019

0 0.04 0.08 0.16 mi

0 0.05 0.1 0.2 km

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