

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

<b>CLASSIFICATION TITLE:</b>	<b>DETENTION / CORRECTIONS OFFICER</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>SAFETY SENSITIVE:</b>	<b>SUBJECT TO RANDOM BREATH ALCOHOL AND DRUG SCREENS</b>

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform security work associated with maintaining the safety, security and welfare of inmates at the Correctional Work Center. Duties and responsibilities include enforcing facility rules and regulations, maintaining discipline, processing incoming inmates, monitoring activities and behavior of inmates, coordinating provision of food, medical care and supplies for inmates, providing courtroom and courthouse security, transporting inmates, preparing documentation, maintaining records, and performing other tasks as assigned. Assignment to Correctional Work Center reports to Corporal, Detention.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Enforces facility rules, regulations, policies, and procedures; maintains inmate discipline; maintains a secure and peaceful environment in the facility.

Receives, processes, and books incoming inmates and arrestees; explains facility rules, regulations and procedures; secures personal property; conducts interviews to obtain personal information; completes applicable documentation; records inmate data in computer system; determines appropriate classification of each inmate; assigns facility housing; issues clothing, bedding and personal hygiene items.

Conducts release of inmates per established procedures; completes applicable forms and ensures appropriate approvals.

Monitors inmate activities inside the facility on a continual basis; supervises inmate activities in relation to mail, medication, doctor, visitation, telephone, meal, and dental calls; conducts/records periodic population counts of inmates; escorts inmates from one area of the facility to another.

Coordinates, monitors, or performs various functions associated with ensuring the health, safety and welfare of inmates, which may include distribution of meals and removal of meal trays, provision of clothing/bedding or other supplies, provision of medical aid/supplies, coordination of visitation and telephone communications, or distribution of mail.

Administers medications and first aid per established procedures; responds to inmate requests for other medical attention and determines whether additional medical care may be needed; forwards medical request forms to nurse or other medical personnel.

Maintains/assures security of detention facility; serves as housing, booking, and visitation officer; makes rounds of facility and performs periodic security checks; monitors video surveillance equipment; checks locks, alarms, and other security devices; controls door operations; searches inmates, cells, lockers, mail, building, and ground areas to locate/remove contraband and to maintain security; assists in controlling/restraining violent/unruly inmates; assists in conducting searches for escapees.

Supervises and/or performs various routine cleaning/maintenance activities within the detention facility.

Maintains logs, records, and reports of all incidents, accidents, population counts, and other activities.

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Prepares or completes various forms, reports, correspondence, logs, incident/accident reports, rosters, population counts/reports, booking documentation, personal property records, receipts, or other documents.

Receives various forms, reports, correspondence, logs, booking documentation, warrants/petitions, medical request forms, visitation requests, inmate medication logs, policies, procedures, rules, regulations, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Operates a variety of standard and specialized equipment and tools associated with work activities, which may include a motor vehicle, chemical weapons, handcuffs, baton, flashlight, security/alarm system, camera, door control panel, radio/communications equipment, telephone, or general office equipment.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, inmates, visitors, and other individuals.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with staff of adjoining shifts to gather/exchange information on orders, problems, special situations, or other areas requiring attention.

Communicates with supervisor, employees, other departments, inmates, law enforcement personnel, court personnel, jurors, attorneys, bonding companies, medical providers, visitors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Transports inmates to court, medical facilities, work details, other prisons (in or out of county), or law enforcement facilities, or other locations as assigned; monitors behavior and activities of inmates on a continual basis during transport activities.

May make fingerprint and photographic records of incoming inmates; may prepare and complete fingerprint cards.

Transports documentation, bank deposits, and other items to the designated location as directed by supervisor; must ensure deliveries are timely and accurate.

Supervises trustees assigned to kitchen duties; escorts to/from kitchen as needed; assigns work activities and provides instruction/guidance; monitors/approves work activities.

Performs count of knives and tray contents after each meal; ensures all knives are returned; maintains records; maintains inventory of food/kitchen supplies; initiates orders for new or replacement materials.

Receives packing slips and invoices; reviews for accuracy and completeness; forwards as appropriate.

May assist or work on hospital duty

Must get a T.B. test annually

Completes work at assigned work station determined by supervisor.

Works hours as scheduled.

## **ADDITIONAL FUNCTIONS**

Performs requested administrative duties of answering telephone calls, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, and other tasks as needed.

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Conducts assigned errands, such as transporting individuals, transporting legal/court documentation, transporting bank transactions, transporting laboratory materials, or other errands.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; preferred basic jailer certification; supplemented by six months of previous experience. Must obtain and maintain Basic Jail Certification by attending and passing required in-service training, Chemical Weapons Certification, and CPR Certification. Assignment to transportation duties requires possession and maintenance of a valid Tennessee driver's license and proof of insurance. Requires ability to pass Physical Agility test, drug and alcohol screening, and Minnesota Multiphasic Personality Inventory (MMPI). Must possess and maintain a valid Tennessee driver's license or acquire a Tennessee driver's license within 30 days of employment.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stresses which require a range of safety and other precautions.

This classification works in a correctional environment that requires physical stamina and exposure to hazardous and stressful situations. For example, employees must be able to respond quickly to an emergency; defend themselves or others against physical attack; force an inmate to the ground and apply restraints; and, with assistance, pull an inmate out of danger during an emergency situation. Employees are exposed to chemical agents used to debilitate non-compliant inmates.

Employees may be assigned to a different security post daily, to be determined by the needs of the facility. Dependent on the post, Detention / Correction Officers are constantly required to stand, walk, sit, and key information into a computer. Employees must be able to operate all equipment in a correctional environment such as security locks, restraints, flashlights, and radios. Employees will frequently perform duties in confined spaces.

Tasks require the ability to exert medium physical effort for up to four hours of uninterrupted work and to exert light physical effort for up to four hours of uninterrupted work, and may involve intense/heavy physical effort for short times.

Tasks include walking, running, climbing stairs, standing, crouching, and crawling unassisted up to 8 hours in a work shift, and in some emergency situations may require prolonged periods of walking or standing for up to 10 hours without relief

Due to the unpredictable and potentially life-threatening nature of Detention work, all deputies must be able to perform the full range of physical motion and may be expected to run short-medium lengths, including up or down stairs, at any time, and to have the physical and mental ability to assist in overcoming active physical resistance.

Employees must be able to reach, bend, squat, push or pull, crouch, and crawl frequently. Employees must be able to perform all functions of a correctional officer, with or without reasonable accommodation. Employees within this classification are considered essential to the safe operation of the correctional facility.

Employees are to work as scheduled. Employees must be able to work various shifts, extended shifts, weekends, and holidays. Employees within this classification are subject to movement to alternate duty locations, such as a hospital or courthouse, based on agency need.

**Sensory Requirements:** Employees must be able to finger, grasp, and have sensation in their hands. Employees must have no restrictions to fumes, chemicals, or smells. Employees must have visual acuity not worse than 20/40 corrected in each eye and peripheral vision of 70 degrees horizontally in each eye. Employees require the ability to hear and differentiate sounds, with or without mechanical assistance.

Employees must have hearing in a pure tone average of not worse than 30 decibels (dB) 500, 1000 and 2000 Hertz (Hz), with or without mechanical assistance. Employees must not have hearing worse than 45 dB at 3000 HZ or 55 dB at 4000 Hz in each ear.

Some tasks require the ability to perceive and discriminate visual and auditory cues or signals. Some tasks require the ability to communicate orally. Employees must be capable of issuing clear oral commands that can be heard and understood in loud environments.

**Environmental Factors:** Employees assigned to some posts within this description are exposed to outside weather, including extremes of temperature, precipitation, or wind. Employees must be able to perform all functions of a Detention / Correction Officer, with or without reasonable accommodation.

## **PHYSICAL DEMANDS ANALYSIS**

### **1. STANDING AND WALKING**

**Tasks:** escorting detainees, monitoring detainees, maintaining safety/security of facility

**Surface:** concrete, metal grate

**Estimated Total Hours:** 8 **Maximum Continuous Time:** 7.5 Hours

### **2. SITTING**

**Tasks:** Booking Central Control, data entry, paperwork, medical files, monitoring detainees

**Estimated Total Hours:** 8 **Maximum Continuous Time:** 4 Hours

### **3. LIFTING/CARRYING/PUSHING/PULLING**

**Objects:** Supply bins, mail, books, clothing, security equipment, (occasionally) body weight of others. Heavy security doors, wheeled carts of 200 lbs. and more, cleaning, food, and laundry carts, (occasionally) people resistant to moving, other objects related to Detention work

<b>Weight</b>	<b>Hourly</b>		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Never</b>
<b>&lt;10 lbs.</b>	X					
<b>11-25 lbs.</b>	X					

26-50 lbs.			X			
51-75 lbs.			X			
76-100 lbs.					X	
>100 lbs.					X	

#### 4. CLIMBING

**Tasks:** Traversing stairs to reach various levels of building, monitoring detainees, searches, unloading vans

**Device:** Stairs, toilet, bed, van

**Height:** 2 floor building from ground

**Frequency:** Hourly, and at a rapid pace in emergency situations

#### 5. BENDING/SQUATTING/KNEELING

**Tasks:** Cell searches (involves looking under objects placed low to the floor), frequently searching inmates (head to toe), cleaning facility, shackles, perimeter check, monitoring inmates, food trays, laundry, trash, and other tasks related to Detention work

**Frequency:** Daily

#### 6. REACHING

**Tasks:** monitoring detainees, food trays, laundry, unloading van, stocking supplies, property boxes.

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		>5lbs
21-36"	Down	Daily		>5lbs

#### 7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	90 % of time
Outside	10 % of time

#### 8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**9. LIST TOOLS, EQUIPMENT, AND MATERIALS USED**

Keys, radio, duty belt, OC spray, shackles, handcuffs, restraint belt, restraint chair, spit hood, flashlights, heavy doors, locks, laptop, computers, touch screen, mops and brooms, cleaning supplies, laundry, food trays, books, property, can, transport vehicle, washer and dryer, remote, vacuum, and any other equipment as needed

**10. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Hourly
Grasp	X		Hourly
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Hourly

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Full Legal Name (printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date