

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	CORPORAL / JUVENILE DETENTION CENTER
FLSA STATUS:	NON-EXEMPT
SAFETY SENSITIVE:	SUBJECT TO RANDOM BREATH ALCOHOL AND DRUG SCREENS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise shift activities and to perform security work associated with maintaining the safety, security and welfare of inmates at the Juvenile Detention Center. Duties and responsibilities include providing intermediate supervision of officers on assigned shift, coordinating and monitoring shift activities, enforcing facility rules and regulations, maintaining discipline, monitoring activities and behavior of inmates, coordinating provision of food, medical care and/or supplies for inmates, preparing documentation, maintaining records, and performing other tasks as assigned. Reports to Sergeant.

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.

Provides direction, training, guidance and assistance to employees on assigned shift

Coordinates daily work activities

Organizes, prioritizes, and assigns work

Monitors status of work, inspects completed work, and troubleshoots problem situations

Supervises, coordinates, and monitors operations and activities of assigned shift

Develops work schedules to ensure adequate coverage

Reviews documentation prepared by officers during shift

Provides backup coverage to detention officers or other officers as needed

Enforces facility rules, regulations, policies, and procedures

Maintains inmate discipline

Maintains a secure and peaceful environment

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 for detainees and staff

Prepares or completes various forms, reports, correspondence, purchase orders, schedules, logs, incident/accident reports, rosters, population counts/reports, booking documentation, fingerprint cards, personal property records, receipts, inventory records, or other documents

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Receives various forms, reports, correspondence, invoices, budget reports, logs, incident/accident reports, booking documentation, 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, drug testing kits, handcuffs, mechanical restraints, 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

Supervises, coordinates, monitors, and/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, and general housekeeping procedures

Supervises, coordinates, and assists with administration of 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

Supervises, coordinates, and assists in maintaining security of detention facility

Serves as control, key room, and visitation room officer

Makes rounds of facility and performs periodic security checks

Monitors video surveillance equipment

Checks locks, alarms, and other security devices

Controls door operations

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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

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

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

Makes fingerprint and photographic records of incoming inmates

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

Coordinates, office supply management, and equipment management

Maintains accurate records of inventory counts and of items issued to officers, inmates, or other personnel

Submits monthly purchase orders to various vendors for procurement of custodial supplies, inmate supplies, office supplies, and office equipment; receives, verifies, records, and stocks incoming orders

Distributes supplies to officers and inmates on a daily basis

Distributes uniforms and equipment to new detention officers and medical staff

Receives damaged equipment and coordinates repair/disposal as appropriate.

Fingerprints detainees for T.B.I. and F.B.I., prepares fingerprint cards and checks over print cards in absent

Assists in performing Court Officer functions

Maintains a security presence in the courtroom, prevents disturbances of court proceedings, and prevent potential violence or use of weapons

Maintains continuous surveillance of courtrooms

Responds to violence, erratic behavior, alarms, and unusual situations

Intervenes in physical confrontations

As it involves juvenile detainees

Performs count of flatware and tray contents after each meal

Ensures all flatware is returned

Maintains records of number of meals served, and meal menu

Supervises, coordinates, and assists with transportation of inmates to court, medical facilities, other prisons or law enforcement facilities, or other locations as assigned

Monitors behavior and activities of inmates on a continual basis during transport activities

Transfers inmates to/from court, medical facilities, or other locations as directed

Arrests individuals in courtroom upon Judge's order or warrant

Arrests probation/parole violators, individuals involved in unlawful activities

Serves juvenile petitions

Completes work at assigned workstation determined by Supervisor

Works hours as scheduled

Performs duties of Sergeant in absence of same

ADDITIONAL FUNCTIONS

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

May conduct various errands as assigned, such as transporting individuals, transporting legal/court documentation, 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; supplemented by completion of basic jailer training program; supplemented by one (1) year previous experience and/or training involving law enforcement, security, or corrections/detention center work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and

abilities for this job. Must be 22 years of age. Must possess and maintain valid Basic Jail Certification, Chemical Weapons Certification, and CPR Certification. Must possess and maintain a valid Tennessee driver's license.

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 apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

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

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

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

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: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds) ; may occasionally involve heavier objects and materials (up to 165 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, traffic hazards, bright/dim light, violence, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: monitoring detainees, maintaining safety and security of facility, performing court duties

Surface: concrete, metal

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

2. SITTING

Tasks: Data entry, detainee transport, food breaks, monitor facility via the CCTV

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

3. LIFTING/CARRYING

Objects: property boxes, lunch trays, detainees, trash bag, supplies

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs				X	
51-75 lbs				X	
76-100 lbs				X	
>100 lbs				X	

4. PUSHING/PULLING

Objects: Restraint chair, laundry, food trays, shopping marts, mop buckets
Height of hands above floor during push: waist high

5. CLIMBING

Tasks: monitoring detainees
Device: stairs
Height: 15 steps
Frequency: every 15 minutes

6. BENDING/SQUATTING/KNEELING

Tasks: storing supplies, searching for contraband, cleaning facility, maintaining safety and security of facility
Frequency: all day long

7. REACHING

Tasks: maintaining safety/ security of facility, storing supplies, passing out trays
Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	Dependent upon situation	Dependent upon situation
21-36"	All	Daily	Dependent upon situation	Dependent upon situation

8. 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	<u>98</u> % of time
Outside	<u>2</u> % of time

9. 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	

10. HAND USE

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

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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 Full Legal Name (printed)

Employee Signature

Date