

MORGAN COUNTY COMMISSION MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a scheduled meeting on Tuesday, January 28, 2025, at 9:00 a.m. in the Conference Room of the Commission in the Morgan County Commission Office, Morgan County Courthouse, Decatur, Alabama. The following members were present: Chairman Ray Long; Commissioners Jeff Clark, Randy Vest, and Matthew Frost. Also present: David Langston, County Attorney; Greg Bodley, County Engineer; Julie Reeves, Chief Administrative Officer; Jessica Smith, Deputy Chief Administrative Officer; Mike Wetzal, Communications Director; and Laura Vest, Business Services Coordinator. Absent: Commissioner Greg Abercrombie. Mrs. Reeves, Mrs. Smith, and Mrs. Vest acted as clerks of the Meeting. Mr. Vest offered the prayer and Pledge of Allegiance. Mrs. Reeves called roll and stated that a quorum was present. Chairman Long declared the Meeting open for the transaction of business.

VISITORS

George Hill, Morgan County IT

AGENDA

The Agenda for the meeting of Tuesday, January 28, 2025, had been presented to the Commission for review.

After due consideration, it is therefore ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that there being no further additions or corrections to the above listed agenda; it is hereby approved.

MINUTES

The Minutes of the meeting held on Tuesday, January 14, 2025, had been presented via email to the Commission for review.

After due consideration, it is therefore ordered by the Commission on motion of Mr. Matthew Frost, seconded by Mr. Jeff Clark, and unanimously carried that there being no further additions or corrections to the above referenced Minutes; they are hereby approved.

OLD BUSINESS: None

NEW BUSINESS:

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ENTER INTO NEW CONTRACT WITH BEAR CABLE CONCEPTS, LLC FOR VARIOUS NETWORK PROJECTS WITHIN THE COUNTY-OWNED BUILDINGS, AT A LABOR RATE OF \$150 PER HOUR FOR CABLE PROJECTS AND A LABOR RATE OF \$185 PER HOUR FOR FIBER PROJECTS PLUS COST OF MATERIALS, NOT TO EXCEED \$50,000.

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-151

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter into new contract with Bear Cable Concepts, LLC for various network projects within the county-owned buildings, at a labor rate of \$150 per hour for cable projects and a labor rate of \$185 per hour for fiber projects plus cost of materials, not to exceed \$50,000, this the 28th day of January 2025.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF AMANDA SCOTT, REVENUE COMMISSIONER, TO APPROVE HOSTED SERVICE AGREEMENT WITH E-RING SOFTWARE SOLUTIONS, INC., REPLACING CURRENT ON-PREMISES ARRANGEMENT, WITH AN ANNUAL FEE OF \$61,500 AND A 5% ANNUAL INCREASE, AND AMEND BUDGET ACCORDINGLY.

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-152

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of Amanda Scott, Revenue Commissioner, to approve Hosted Service Agreement with E-Ring Software Solutions, Inc., replacing current on-premises arrangement, with an annual fee of \$61,500 and a 5% annual increase, and amend budget accordingly, this the 28th day of January 2025.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF DARREN TUCKER, MORGAN COUNTY ANIMAL CONTROL DIRECTOR, TO RENEW AGREEMENT WITH BOEHRINGER-INGELHEIM ANIMAL HEALTH USA INC. FOR DISCOUNTED PRICES ON CERTAIN ANIMAL HEALTH PRODUCTS, FOR THE PERIOD FEBRUARY 1, 2025 THROUGH JANUARY 31, 2027.

Mr. Matthew Frost, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-153

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of Darren Tucker, Morgan County Animal Control Director, to renew agreement with Boehringer-Ingelheim Animal Health USA Inc. for discounted prices on certain animal health products, for the period February 1, 2025 through January 31, 2027, this the 28th day of January 2025.

ADOPT RESOLUTIONS APPROVING CERTIFICATES TO SUBDIVIDE PROPERTIES LOCATED WITHIN MORGAN COUNTY FOR THE FOLLOWING:

- **JUDITH GUNN CRAWFORD
CRAWFORD BOTTOMS ROAD, DISTRICT 4**
- **BOBBY J. & PATRICIA M. RAMEY, LIFE ESTATE
LANDRUM ROAD, DISTRICT 3**

Mr. Jeff Clark, member of the Commission, offered the following resolutions and moved for their adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-154

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide property located within Morgan County for the following:

- **Judith Gunn Crawford
Crawford Bottoms Road, District 4**

this the 28th day of January 2025.

RESOLUTION 25-155

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide property located within Morgan County for the following:

- Bobby J. & Patricia M. Ramey, Life Estate
Landrum Road, District 3

this the 28th day of January 2025.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO APPROVE SPECIAL PAID TIME OFF, IN ACCORDANCE WITH SECTION 10.12 OF THE *MORGAN COUNTY POLICIES & PROCEDURES HANDBOOK*, AS NEEDED DEPENDING ON UNFORESEEN CIRCUMSTANCES THAT MAY INTERRUPT POWER, WATER, INTERNET, OR SAFETY FOR AN EXTENDED AMOUNT OF TIME DURING THE COURTHOUSE RENOVATION PROJECT.

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Matthew Frost, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-156

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to approve Special Paid Time Off, in accordance with Section 10.12 of the *Morgan County Policies & Procedures Handbook*, as needed depending on unforeseen circumstances that may interrupt power, water, internet, or safety for an extended amount of time during the Courthouse Renovation Project, this the 28th day of January 2025.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO AMEND JOB DESCRIPTIONS FOR THE FOLLOWING JOB CLASS CODES IN THE SHERIFF'S OFFICE, EFFECTIVE JANUARY 28, 2025:

- **3216 SERGEANT – DRUG UNIT**
- **3220 SERGEANT**
- **3222 SERGEANT – INVESTIGATIONS**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 25-157

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to amend job descriptions for the following job class codes in the Sheriff's Office, effective January 28, 2025, this the 28th day of January 2025:

- **3216 Sergeant – Drug Unit**
- **3220 Sergeant**
- **3222 Sergeant – Investigations**

Classification Title:

**Sergeant – Drug Unit
Class Code 3216**

PURPOSE OF CLASSIFICATION

This is a highly responsible field contact and supervisory work assisting in the maintenance of law and order, and service of legal process of courts of records within the county. Employees in this class are responsible for the performance of supervisory police work of more than ordinary difficulty and responsibility involving supervision of, and responsibility for the work of a number of deputy sheriff investigators performing routine investigative work with a concentration on narcotics. Work involves responsibility for the assignment of personnel work. Work assignment involves responsibility for the assignment of personnel and vehicles under his/her supervision to various parts of the county, investigation of crimes, making arrests, and performing other duties as a law enforcement officer. Work is performed under supervision of a Lieutenant, Captain, and Chief Deputy Sheriff, who instruct and advise on special

problems, although the employee must use considerable independent judgement and initiative in making and carrying out normal assignments.

ESSENTIAL FUNCTIONS:

(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class)

- Supervises, processes employee concerns and problems, counseling, disciplining and completes employee performance appraisals.
- Plans, assigns, supervises, directs and participates in the programs and activities of the investigation division of the Sheriff's Office.
- Supervises and/or conducts investigations of crimes and related law enforcement problems; may be assigned to investigate financial, juvenile, vice, homicide, drug, auto theft, property, robbery, assault, gang-related and other crimes.
- Provides advise, consultation and technical expertise to investigators on various cases.
- Conducts specialized investigations into reports of child abuse, neglect and other juvenile matters.
- Determines whether sufficient evidence exists to substantiate an arrest, obtains arrest warrants; makes arrests or turns warrants over to other law enforcement personnel for service.
- Document all investigative information; prepares detailed investigative reports and records; prepares cases for prosecution.
- Supervises and/or performs general investigations duties; conducts investigations; examines crime scene for clues and evidence; makes photographs or diagrams of crime scenes and evidence; collects, evaluates and preserves evidence; interviews witnesses, suspects, victims; takes statements; conducts stakeouts and undercover operations; makes arrests.
- Assists in training subordinates in police science and methods.
- Advises the public on complaint procedures and other matters under the jurisdiction of the Sheriff's Office.
- Assumes the duties of superior officers in their absence or as directed.
- Respond to robberies, thefts, burglaries, homicides, etc. Administer first-aid to injured, secure crime scenes, control and direct citizens at the scene, conduct interviews with complainants, victims, witnesses and suspects, and gather material/physical evidence from scene as required.
- Maintains availability to suspects, informants, deputies or others on a 24 (twenty-four) hour basis during undercover operations.
- May work with specialized Canine Drug Detection unit to detect drugs and conduct searches.
- Document all investigative information; prepares detailed investigative reports and records; prepares cases for prosecution.
- Performs general deputy sheriff duties as needed.
- Gathers/analyzes criminal data and statistics; reviews incident reports and arrest records to determine patterns of criminal activity.
- Make arrests, including subduing individuals with appropriate action and force as necessary, placing individuals into handcuffs or other restraining devices, searching vehicles and persons under arrest for weapons and contraband, and transporting arrested individuals to our detention facility.
- Complete paperwork for incarcerate arrestees.
- Assemble and prepare documentation and narrative reports, memorandums, miscellaneous, Incident/Offense reports.
- Maintain issued equipment, materials, and supplies required to support daily operations.
- Assist stranded motorist, directs traffic, transports prisoners, and escort funerals.
- Enforce court orders, including serving summons, subpoenas, eviction orders, Protections From Abuse, and executing arrest warrants when required.
- Provide sworn testimony in court proceedings.
- Other duties or tasks may be assigned as needed.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

Education And Experience

Requirements for entering the process for promotion to Sergeant:

- Must have a total of at least two (2) years' experience in one or a combination of the following positions with the Morgan County Sheriff's Office as of the closing date of the job posting: Corporal, Drug Enforcement Unit, Criminal Investigation Division or Fugitive Unit.
- Additional combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform this job for the division.
- No serious disciplinary action within the preceding 12 months (serious disciplinary actions are any such which involve suspension and/or reduction in rank).

Knowledge, Skills, and Ability

- Knowledge of the application of modern law enforcement principles and practices.
- Knowledge of applicable laws, and rules and regulations.
- Knowledge of first aid practices.
- Ability to understand and carry out oral and written instructions.
- Ability to cope with stressful situations and perform calmly under stressful conditions.
- Ability to work closely with others as a team.
- Ability to prepare and present clear, accurate, concise and objective written and oral reports.
- Ability to enforce the law with firmness, tact and impartiality and to deal courteously with the public.
- Ability to recognize and understand the emotional and physical reactions of both victims and perpetrators of crimes.
- Ability to maintain a level of physical conditioning to be able to physically subdue, restrain, and apprehend law violators.
- Ability to meet requirements of periodic in-service training in all high liability areas.
- Ability to render physical assistance to victims.
- Ability to adhere, at all times, to the standards and principles of honesty, integrity, transparency, and to keep your private life unsullied as an example to all.
- Skill in calmly and systematically eliciting critical information from individuals who may be injured and/or highly emotional.
- Skill in the proper and safe utilization of law enforcement issued equipment, radio communications equipment, and mobile dispatch terminal.
- Skill in firearms; to be able to operate and qualify with authorized firearms designated by the Office from a standing, crouch, kneeling, or prone position with either hand with accuracy; essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques, and loading/unloading.
- Skill in the operation of motor vehicles in a safe and efficient manner in a law enforcement environment.

OTHER REQUIREMENTS:

Physical Requirements

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and use hands and fingers to operate a standard keyboard, use a computer, printer, copier, fax, telephone, radios, handgun, handcuffs, shackles and other restraint devices, chemical agents, firearm, taser, bullet resistant vest.
- The employee may be required to climb, crouch, crawl, bend or stoop, push pull or drag objects.
- The employee must occasionally lift and/or move over 50 pounds and must be able to control an unruly individual.
- Specific vision abilities required by the job include close vision, color, and distance vision, depth perception, and the ability to focus.
- Additional requirements include the ability to speak, read, and write.

Minimum Qualifications

- Must be at least 21 years of age, must be a U.S. Citizen or have proof of naturalization.
- High school diploma or General Education Development (GED).
- Must not have been convicted of a Felony or Misdemeanor involving either force, violence, or moral turpitude.
- Must have and maintain a valid Driver's License and be insurable by the Morgan County Commission's risk underwriters.
- Must be able to pass the APOSTC Physical-Agility Course.
- Must meet all APOST requirements for certification as a Peace Officer.
- Must be able to pass a background investigation, drug screen, and physical examination.
- Must be able to pass the approved APOST firearms qualification course.

**Minimum Requirements
To Perform Essential Job Functions**

PHYSICAL REQUIREMENTS: Must be able to operate a variety of office equipment and specialized equipment which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons, emergency equipment, radio/communications equipment, radar equipment, alcohol testing equipment, handcuffs, baton, flashlight, processing kits, photographic equipment, tape recorder, calculator, copy machine, facsimile machine, and telephone. Physical demand requirements are at levels of those for heavy work.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, and compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things which may include maps, legal code books, and procedural manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and or signal people to convey or exchange law enforcement, radio communications, emergency medical, and court-related information, including giving assignments and or directions to co-workers or assistants as well as communication with officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of law enforcement, radio communications, emergency medical, and court-related documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms, and job-related documentation with your proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex law enforcement, radio communications, emergency medical, and court-related principles and techniques; to understand departmental policies and procedures; to make independent judgements in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide totals; determine percentages; and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job-related equipment which may include processing kits and photographic equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related equipment and to operate motor vehicles.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: Requires the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Classification Title:

**Sergeant
Class Code 3220**

PURPOSE OF CLASSIFICATION

This is a supervisory work assisting in the maintenance of law and order, and service of legal process of courts of records within the county. Employees in this class are responsible for the performance of supervisory police work of more than ordinary difficulty, and responsibility involving supervision of, and responsibility for the work of a number of deputy sheriffs performing routine law enforcement work. Work involves responsibility for the assignment of personnel work. Work assignment involves responsibility for the assignment of personnel and vehicles under his/her supervision to various parts of the county, service of criminal and civil papers, investigation of crimes and accidents, making arrests, and performing other duties as a law enforcement officer. Work may be performed under supervision of a Lieutenant, Captain and Chief Deputy Sheriff, who instruct and advise on special problems, although the employee must use considerable independent judgement and initiative in making and carrying out normal assignments.

ESSENTIAL FUNCTIONS:

(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class)

Assignment within the Patrol Division may include performance of the following duties and responsibilities:

- Exercises field supervision over uniformed deputy sheriffs on an assigned shift.
- Assists in training subordinates in police science and methods.
- Advises the public on complaint procedures and other matters under the jurisdiction of the Sheriff's Office.
- Assumes the duties of superior officers in their absence or as directed.
- Operate patrol vehicle in an assigned geographical area.
- Monitor and observe vehicular traffic, detect traffic offenses, and issue traffic citations as warranted.
- Observe businesses and residences for criminal activity, check buildings for unauthorized entry, search structures and property for intruders, and investigate suspicious persons and events.

- Respond to robberies, thefts, burglaries, homicides, etc. Administer first-aid to injured, secure crime scenes, control and direct citizens at the scene, conduct interviews with complainants, victims, witnesses and suspects and gather material/physical evidence from scene as required.
- Respond to domestic disturbances, calm overly excited or agitated persons; physically restrain unruly individuals.
- Conduct interviews with complainants and witnesses, obtain relevant facts and information, and mediate and resolve complaints and disputes.
- Make arrests, including subduing individuals with appropriate action and force as necessary, placing individuals into handcuffs or other restraining devices, searching vehicles and persons under arrest for weapons and contraband, and transporting arrested individuals to our detention facility.
- Complete paperwork for incarcerated arrestees.
- Assemble and prepare documentation and narrative reports, memorandums, miscellaneous, Incident/Offense reports.
- Maintain issues equipment, materials and supplies required to support daily operations.
- Assist stranded motorist, directs traffic, transports prisoners, and escort funerals.
- Enforce court orders, including serving summons, subpoenas, eviction orders, Protections From Abuse, and executing arrest warrants when required.
- Provide sworn testimony in court proceedings.
- Operate computer terminals (MDT's, desktop, laptop) to receive information and data.
- Other duties or tasks may be assigned as needed.

Assignment within the Warrants Division may include performance of the following duties and responsibilities:

- Locate and serve felony and misdemeanor warrants.
- Investigate the location of wanted persons utilizing various computer and software systems, law enforcement agencies.
- Assist warrant clerks in special warrant roundup details.
- Provide sworn testimony in court proceedings.
- Conduct interviews with complainants and witnesses to obtain relevant information.
- Operate computer terminals (MDT's, desktop, laptop) to receive information and data.
- Travel to other agencies to retrieve offenders located in their jail facilities or jurisdictions.
- Maintain accurate records.
- Work with the PIO to maintain an updated wanted persons list.
- Assist with special operations of the felony units.
- Patrol/saturate known high crime areas of the county.
- Be able to supervise effectively.
- Assist Federal agencies Marshals, DEA, FBI, Secret Service, etc.
- Other duties or tasks may be assigned as needed.
- Out of state extraditions, civil process service, PFA's, Probate transports, Juvenile transports, DOC facilities, Evictions, Executions, unlawful detainers, Federal transports, and Federal paperwork.
- Shackle and belly chain proficient, courthouse transports, court action summaries, frisking and searching of prisoners, pepper spray and taser qualified.
- Basic computer knowledge.
- Maintains a working relationship with all employees.
- Subject to rare call outs.
- May at times be required to work weekends.
- Court functions.
- Public relations.
- Communicate with other law enforcement agencies.
- Manage personnel, courtroom security, and agency computer programs.
- Kronos Time Management Manager 1.
- Evaluates staff.
- Have considerable knowledge of state and local laws, extradition laws, and leadership principals.
- Submit recommendations to the commanding officer.
- Proficient in all agency policies and division protocols.

Assignment within Administration may include performance of the following duties and responsibilities:

- Exercises field supervision over uniformed deputy sheriffs on an assigned shift.
- Assists in training subordinates in police science and methods.
- Advises the public on complaint procedures and other matters under the jurisdiction of the Sheriff's Office.
- Assumes the duties of superior officers in their absence or as directed.
- Operate patrol vehicle in an assigned geographical area.

- Monitor and observe vehicular traffic, detect traffic offenses and issue traffic citations as warranted.
- Observe businesses and residences for criminal activity, check buildings for unauthorized entry, search structures and property for intruders, and investigate suspicious persons and events.
- Respond to robberies, thefts, burglaries, homicides, etc. Administer first-aid to injured, secure crime scenes, control and direct citizens at the scene, conduct interviews with complainants, victims, witnesses and suspects, and gather material/physical evidence from scene as required.
- Respond to domestic disturbances, calm overly excited or agitated persons; physically restrain unruly individuals.
- Conduct interviews with complainants and witnesses, obtain relevant facts and information, and mediate and resolve complaints and disputes.
- Make arrests, including subduing individuals with appropriate action and force as necessary, placing individuals into handcuffs or other restraining devices, searching vehicles and persons under arrest for weapons and contraband, and transporting arrested individuals to our detention facility.
- Complete paperwork for incarcerated arrestees.
- Assemble and prepare documentation and narrative reports, memorandums, miscellaneous, Incident/Offense reports.
- Maintain issues equipment, materials, and supplies required to support daily operations.
- Assist stranded motorist, directs traffic, transports prisoners, and escort funerals.
- Enforce court orders, including serving summons, subpoenas, eviction orders, Protections From Abuse, and executing arrest warrants when required.
- Provide sworn testimony in court proceedings.
- Operate computer terminals (MDT's, desktop, laptop) to receive information and data.
- Other duties or tasks may be assigned as needed.
- Out of state extraditions, civil process service, PFA's, Probate transports, Juvenile transports, DOC facilities, Evictions, Executions, unlawful detainers, Federal transports, Federal paperwork.
- Shackle and belly chain proficient, courthouse transports, court action summaries, frisking and searching of prisoners, pepper spray and taser qualified.
- Assist Federal Marshals.
- Election ballot security, prepares forms, reports and other documentation; maintains files/computer files and logs; performs other clerical duties as needed.
- Cross trains to work in transports, courts, court/courthouse security, civil process, Clerks and records.
- Will fill in anywhere the Office of the Sheriff needs fulfilling.
- Basic computer knowledge.
- Maintains a working relationship with all employees.
- Maintains a military bearing.
- Subject to rare call outs.
- May at times be required to work weekends.
- Any and all jobs the admin division civilians, deputies and corporal accomplish.
- Judge dockets.
- Supervise transports daily.
- Court functions.
- Public relations.
- Communicate with other law enforcement agencies.
- Be familiar with all agency and offices in the courthouse.
- Manage personnel, courtroom security, and agency computer programs.
- Kronos Time Management Manager 1.
- Documents all transports and courtroom activities.
- Evaluates staff.
- Have considerable knowledge of state and local laws, extradition laws, and leadership principals.
- Train personnel in all aspects of the Admin division.
- Submit recommendations to the Lt. and commanding officer.
- Proficient in all agency policies and division protocols.
- Physically handle unruly prisoners; command the peace in the courtrooms.
- Prepare daily to run the entire division.
- Meet daily and brief the Lt. and Captain.

Education And Experience

Requirements for entering the process for promotion to Sergeant:

- Must have a total of at least two (2) years' experience in one or a combination of the following positions with the Morgan County Sheriff's Office as of the closing date of the job posting: Corporal, Drug Enforcement Unit, Criminal Investigation Division, or Fugitive Unit.
- Additional combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform this job for the division.

- No serious disciplinary action within the preceding 12 months (serious disciplinary actions are any such which involve suspension and/or reduction in rank).

Knowledge, Skills, and Ability

- Knowledge of the application of modern law enforcement principles and practices.
- Knowledge of applicable laws, and rules and regulations.
- Knowledge of first aid practices.
- Ability to understand and carry out oral and written instructions.
- Ability to cope with stressful situations and perform calmly under stressful conditions.
- Ability to work closely with others as a team.
- Be able to supervise and mentor subordinates effectively
- Ability to prepare and present clear, accurate, concise and objective written and oral reports.
- Ability to enforce the law with firmness, tact, and impartiality and to deal courteously with the public.
- Ability to recognize and understand the emotional and physical reactions of both victims and perpetrators of crimes.
- Ability to maintain a level of physical conditioning to be able to physically subdue, restrain, and apprehend law violators.
- Ability to meet requirements of periodic in-service training in all high liability areas.
- Ability to render physical assistance to victims.
- Ability to adhere, at all times, to the standards and principles of honesty, integrity, transparency, and to keep your private life unsullied as an example to all.
- Skill in calmly and systematically eliciting critical information from individuals who may be injured and/or highly emotional.
- Skill in the proper and safe utilization of law enforcement issued equipment, radio communications equipment, and mobile dispatch terminal.
- Skill in firearms; to be able to operate and qualify with authorized firearms designated by the Office from a standing, crouch, kneeling, or prone position with either hand with accuracy; essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques, and loading/unloading.
- Skill in the operation of motor vehicles in a safe and efficient manner in a law enforcement environment.

OTHER REQUIREMENTS:

Physical Requirements

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and use hands and fingers to operate a standard keyboard, use a computer, printer, copier, fax, telephone, radios, handgun, handcuffs, shackles and other restraint devices, chemical agents, firearm, taser, bullet resistant vest.
- The employee may be required to climb, crouch, crawl, bend or stoop, push pull or drag objects.
- The employee must occasionally lift and/or move over 50 pounds and must be able to control an unruly individual.
- Specific vision abilities required by the job include close vision, color and distance vision, depth perception and the ability to focus.
- Additional requirements include the ability to speak, read, and write.

Minimum Qualifications

- Must be at least 21 years of age, must be a U.S. Citizen or have proof of naturalization.
- High school diploma or General Education Development (GED).
- Must not have been convicted of a Felony or Misdemeanor involving either force, violence, or moral turpitude.
- Must have and maintain a valid Driver's License and be insurable by the Morgan County Commission's risk underwriters.
- Must be able to pass the APOSTC Physical-Agility Course.
- Must meet all APOST requirements for certification as a Peace Officer.
- Must be able to pass a background investigation, drug screen, and physical examination.
- Must be able to pass the approved APOST firearms qualification course.
- Must be able to be NCIC certified if assigned in Warrants Division.

**MINIMUM REQUIREMENTS
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be able to operate a variety of office equipment and specialized equipment which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons,