

## MORGAN COUNTY COMMISSION MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a regular meeting on Tuesday, April 13, 2021, at 9 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, Don Stisher, Greg Abercrombie. Also present: Greg Bodley, County Engineer; David Langston, County Attorney; Julie Reeves, Chief Administrative Officer; Laura Vest, Business Services Coordinator; Sheryl Marsh, Communications Director. Absent: Jessica Smith, Deputy Chief Administrative Officer. Mrs. Reeves and Mrs. Vest acted as clerks of the Meeting. Mr. Vest offered the prayer and the Pledge of Allegiance. Mrs. Reeves called roll and stated that a quorum was present. The Chairman declared the Meeting open for the transaction of business.

### VISITORS

Michael Wetzel, Decatur, Daily  
Heather McIngvale, Morgan County Sheriff's Office  
Sheriff Ron Puckett, Morgan County Sheriff's Office  
Deputy Jonathan Wynne, Morgan County Sheriff's Office  
Deputy Frank Anderson, Morgan County Sheriff's Office  
Sgt. Shannon Ferguson, Morgan County Sheriff's Office  
Lt. Chris Dutton, Morgan County Sheriff's Office  
Sgt. Jon Mason, Morgan County Sheriff's Office  
Cpl. Terry Jones, Morgan County Sheriff's Office  
Jenice Pharis, Morgan County 911  
Camantha Sanders, Morgan County 911  
George Hill, IT  
Jennifer Hempfling, EMA  
Glenda Lockhart, visitor  
Amy Gay, visitor  
Lauren Layton, WHNT News 19

### PRESENTATION BY SHERIFF PUCKETT

Sheriff Ron Puckett honored 6 of his team members with Letters of Commendation for teamwork in the field, saving a 2-year old child's life in a possible drowning incident in the Cole Springs Community of Morgan County. By working together to perform CPR and secure a landing area for a med-evac helicopter, and by the Grace of God, the child was resuscitated in transport to the landing area. The Morgan County Sheriff's Office recognized the following officers for their teamwork, professionalism, proficiency and light: Deputy Frank Anderson, Lt. Chris Dutton, Sgt. Shannon Ferguson, Cpl. Terry Jones, Sgt. Jon Mason, and Deputy Jonathan Wynne.

Sheriff Puckett stated these men stand as an exemplary model to their profession and are a credit to Morgan County. Ms. Lockhart was in attendance, as well as the boy, and she thanked each of them for what they did to save her grandson.

### AGENDA

The Agenda for the meeting of Tuesday, April 13, 2021, had been presented to the Commission for review.

After due consideration, it is therefore ordered by the Commission on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, 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, March 23, 2021, had been presented via email 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 referenced Minutes; they are hereby approved.

**OLD BUSINESS:**

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT BID FROM VICTORY SUPPLY AS THE LOWEST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR INMATE SUPPLIES FOR THE MORGAN COUNTY JAIL, IN THE AMOUNT OF \$449.30.**

<u>VENDOR</u>	<u>AMOUNT</u>
AMERICAN DETENTION SERVICES	\$605.63
VICTORY SUPPLY	449.30**
BOB BARKER COMPANY	456.09
CHARM-TEX	589.20

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 21-211**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bid from Victory Supply as the lowest responsive bidder meeting specifications for inmate supplies for the Morgan County Jail, in the amount of \$449.30, this the 13th day of April 2021.

<u>Vendor</u>	<u>Amount</u>
American Detention Services	\$605.63
Victory Supply	449.30
Bob Barker Company	456.09
Charm-Tex	589.20

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT BID FROM A-1 ENTERPRISES, INC. AS THE LOWEST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR CONCESSION FOOD PURCHASES FOR MORGAN COUNTY PARKS, IN THE AMOUNT OF \$717.58.**

<u>VENDOR</u>	<u>AMOUNT</u>
US FOODS	NO BID
HALSEY FOOD SERVICE	NO BID
A-1 ENTERPRISES, INC.	\$717.58**

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 21-212**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bid from A-1 Enterprises, Inc. as the lowest responsive bidder meeting specifications for concession food purchases for Morgan County Parks, in the amount of \$717.58, this the 13th day of April 2021.

<u>Vendor</u>	<u>Amount</u>
US Foods	No bid
Halsey Food Service	No bid
A-1 Enterprises, Inc.	\$717.58

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT BID FROM IVM SOLUTIONS, DBA ROADSIDE INC. AS THE LOWEST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR AN INTEGRATED ROADSIDE VEGETATION MANAGEMENT CONTRACTOR FOR DISTRICT 3, IN THE AMOUNT OF \$40/CENTERLINE MILE.**

<u>VENDOR</u>	<u>AMOUNT</u>
IVM SOLUTIONS	\$40/CENTERLINE MILE**
CHEM PRO SERVICES	\$43.47/CENTERLINE MILE
SUPERIOR	NO BID
HANNAH'S LAWN CARE	NO BID
TDI	NO BID

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 21-213**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bid from IVM Solutions, dba Roadside Inc., as the lowest responsive bidder meeting specifications for an Integrated Roadside Vegetation Management Contractor for District 3, in the amount of \$40/centerline mile, this the 13th day of April 2021.

<u>Vendor</u>	<u>Amount</u>
IVM Solutions	\$40/centerline mile
Chem Pro Services	\$43.47/centerline mile
Superior	No bid
Hannah's Lawn Care	No bid
TDI	No bid

**NEW BUSINESS:**

**ADOPT RESOLUTION PROCLAIMING THE MONTH OF APRIL AS FAIR HOUSING MONTH, RECOGNIZING THE IMPORTANCE OF FAIR HOUSING FOR ALL CITIZENS.**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 21-214**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby proclaim the month of April as Fair Housing Month, recognizing the importance of fair housing for all citizens.

**PROCLAMATION**

**WHEREAS** April 11 marks the Anniversary of the passage of the United States Fair Housing Law, Title VIII of the Civil Rights Act of 1968, which enunciated a National Policy of fair housing without regard to race, color, religion, sex, and national origin; and

**WHEREAS** the effective implementation of the National Policy depends on affirmative action at all levels of Government.

**NOW, THEREFORE**, I, Ray Long, Chairman, do hereby proclaim the month of April, as Fair Housing Month in recognition of the importance of fair housing to our way of life, and I urge our citizens to obey the letter and the spirit of the Fair Housing Law as an expression of the individual rights guaranteed by the United States Constitution.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Morgan County Commission affixed, this the 13th day of April 2021.

**ADOPT RESOLUTION PROCLAIMING THE WEEK OF APRIL 11-17, 2021, AS NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK.**

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

**RESOLUTION 21-215**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby proclaim the week of April 11-17, 2021, as National Public Safety Telecommunicators week:

**PROCLAMATION**

**WHEREAS** an emergency can occur at any time that require police, fire, or emergency medical services; and,

**WHEREAS**, when an emergency occurs the prompt response of police officers, firefighters, and paramedics is critical to the protection of life and preservation of property; and,

**WHEREAS** the safety of our police officers, firefighters, and community members is dependent upon the quality and accuracy of information obtained from community members who telephone Morgan County 9-1-1; and,

**WHEREAS** Public Safety Telecommunicators are the first, first responders in our community, and are the most critical contact our community members have with emergency services; and,

**WHEREAS** Public Safety Telecommunicators are the single vital link for our police officers, firefighters, and paramedics by monitoring their activities by radio, providing them information and ensuring their safety; and,

**WHEREAS**, Public Safety Telecommunicators of the Morgan County Emergency Management Communications District have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients; and,

**WHEREAS**, each 9-1-1 Public Safety Dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year.

**THEREFORE, BE IT RESOLVED**, that the Morgan County Commission hereby declares the week of April 11 through 17, 2021, to be National Public Safety Telecommunicators Week in Morgan County, in honor of the 9-1-1 Dispatchers whose diligence and dedication keep our city, county, and community members safe.

Done this 13th day of April.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ADVERTISE FOR BIDS FROM LOWEST RESPONSIVE BIDDERS MEETING SPECIFICATIONS FOR (1) HALF-TON PICK-UP TRUCK FOR DISTRICT 3 COMMISSIONER, DON STISHER, TO BE PAID FROM DISTRICT 3 ROAD & BRIDGE FUNDS.**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 21-216**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to advertise for bids from the lowest responsive bidders meeting specifications for (1) half-ton pick-up truck for District 3 Commissioner, Don Stisher, to be paid from District 3 Road & Bridge funds, this the 13th day of April 2021.

**ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO SOLICIT SEALED BIDS FOR THE CONSTRUCTION OF A CONCRETE BOX CULVERT ON PINES ROAD, PROJECT MCP 52-151-21, IN DISTRICT 4.**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 21-217**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to solicit sealed bids for the construction of a concrete box culvert on Pines Road, Project MCP 52-151-21, in District 4, this the 13th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ENTER INTO A CONSTRUCTION AGREEMENT WITH THE STATE OF ALABAMA, ACTING BY AND THROUGH THE ALABAMA DEPARTMENT OF TRANSPORTATION, COVERING THE CONSTRUCTION COST OF PROJECT HRRR-5221(), FOR THE INSTALLATION OF EDGE RUMBLE STRIPS, STRIPING, MARKERS, AND FILL ON TALUCAH ROAD IN DISTRICT 4. THE ESTIMATED CONSTRUCTION COST IS \$177,558.83, USING FEDERAL FUNDS OF \$159,802.95, AND COUNTY FUNDS OF \$17,755.88.**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 21-218**

BE IT RESOLVED, by the Morgan County Commission as follows:

That the County enter into an agreement with the State of Alabama, acting by and through the Alabama Department of Transportation relating to a project for the

**Installation of edge rumble strips, center/edge striping, centerline raised payment markers, and shoulder building on CR-1462 (Talucah Road); HRRR-5221(); County Project No. MCP 52-150-21; CPMS Ref# 100072736.**

Which agreement is before this Commission, and that the agreement be executed in the name of the County, by the Chairman for and on its behalf and that it be attested by the County Clerk and the official seal of the County be affixed thereto.

BE IT FURTHER RESOLVED, that upon the completion of the execution of the agreement by all parties, that a copy of such agreement be kept on file by the County, this the 13th day of April 2021.

**ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ENTER INTO A FUNDING AGREEMENT WITH THE ALABAMA DEPARTMENT OF TRANSPORTATION COVERING THE COST OF A RAILROAD CROSSING IMPROVEMENT PROJECT ON TABERNACLE ROAD. THE ESTIMATED COST OF THE PROJECT IS \$340,000 WITH 90% (\$306,000) FEDERAL FUNDS, 5% (\$17,000) MORGAN COUNTY FUNDS AND 5% (\$17,000) CITY OF HARTSELLE FUNDS.**

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 21-219**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter into a Funding Agreement with the Alabama Department of Transportation covering the cost of a railroad crossing improvement project on Tabernacle Road. The estimated cost of the project is \$340,000 with 90% (\$306,000) Federal funds, 5% (\$17,000) Morgan County funds and 5% (\$17,000) City of Hartselle funds, this the 13th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT ON BEHALF OF THE MORGAN COUNTY SHERIFF'S OFFICE, THE FEDERAL DETENTION SERVICES INTERGOVERNMENTAL AGREEMENT WITH THE U.S. DEPARTMENT OF JUSTICE, UNITED STATES MARSHALS SERVICE, INCREASING THE FEDERAL INMATE HOUSING PER DIEM RATE TO \$52.00 A DAY, FOR A 36-MONTH PERIOD BEGINNING APRIL 1, 2021 AND EXPIRING MARCH 31, 2024.**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 21-220**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept on behalf of the Morgan County Sheriff's Office, the Federal Detention Services Intergovernmental Agreement with the U.S. Department of Justice, United States Marshals Service, increasing the federal inmate housing per diem rate to \$52.00 a day, for a 36-month period beginning April 1, 2021 and expiring March 31, 2024, this the 13th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ENTER INTO AGREEMENT WITH WEST ROOFING SYSTEMS, INC. FOR ROOF REPLACEMENT ON THE MORGAN COUNTY ARCHIVES BUILDING IN THE AMOUNT OF \$11,171.00, AND AMEND BUDGET ACCORDINGLY FOR THE RECEIPT OF STATE OF ALABAMA HISTORICAL GRANT FUNDS AND RELATED EXPENDITURES.**

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 21-221**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter into agreement with West Roofing Systems, Inc. for roof replacement on the Morgan County Archives building in the amount of \$11,171.00, and amend budget accordingly for the receipt of State of Alabama Historical Grant funds and related expenditures, this the 13th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXTEND THE COOPERATIVE AGREEMENT WITH THE STATE HOMELAND SECURITY GRANT PROGRAM WITH DECATUR FIRE AS SUB-RECIPIENT, FOR A 6-MONTH PERIOD EXPIRING OCTOBER 31, 2021.**

Mr. Don Stisher, 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 21-222**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to extend the Cooperative Agreement with the State Homeland Security Grant Program with Decatur Fire as sub-recipient, for a 6-month period expiring October 31, 2021, this the 13th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ENTER IN AGREEMENT WITH CSPIRE TO UPGRADE CRITICAL IT INFRASTRUCTURE FOR ALL COUNTY OFFICES INCLUDING THE SHERIFF'S OFFICE, UTILIZING NORTH ALABAMA COOPERATIVE PURCHASING ASSOCIATION CONTRACT #19-07 AT AN ESTIMATED COST OF \$477,430.00, WITH THE SHERIFF'S OFFICE REIMBURSING THE COMMISSION \$61,000, AND AMEND THE BUDGET ACCORDINGLY.**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 21-223**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter in agreement with Cspire to upgrade critical IT infrastructure for all county offices including the Sheriff's office, utilizing North Alabama Cooperative Purchasing Association Contract #19-07 at an estimated cost of \$477,430.00, with the Sheriff's Office reimbursing the Commission \$61,000, and amend the budget accordingly, this the 13th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING THE APPROPRIATE ELECTED OFFICIAL/DEPARTMENT HEAD, TO FILL THE FOLLOWING POSITIONS:**

- **(2) FULL-TIME ASSESSMENT CLERK, GRADE 3, (\$12.12-\$15.76) ---  
- LICENSE**
- **CUSTODIAN, GRADE 3, (\$12.12-\$15.76) --- MAINTENANCE**

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 21-224**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the appropriate elected official/department head, to fill the following positions, this the 13th day of April 2021.

- **(2) Full-time Assessment Clerk, Grade 3, (\$12.12-\$15.76) ----- License**
- **Custodian, Grade 3, (\$12.12-\$15.76) ----- Maintenance**

**ADOPT RESOLUTION APPROVING THE FOLLOWING JOB DESCRIPTIONS FOR THE SHERIFF, EFFECTIVE APRIL 13, 2021.**

- **ADMINISTRATIVE SUPERVISOR, GRADE 6,**
- **INVESTIGATOR – SPECIAL VICTIMS UNIT, GRADE 7A**
- **CORPORAL – ADMINISTRATION, GRADE 8**
- **CORPORAL – RECORDS CLERK, GRADE 5**
- **COURTHOUSE SECURITY, GRADE 4**
- **DEPUTY SHERIFF – TRANSPORTS & COURTS, GRADE 7**
- **EVIDENCE TECHNICIAN, GRADE 5**
- **INVESTIGATION – ADMINISTRATIVE CLERK II, GRADE 5**

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 21-225**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following job descriptions for the Sheriff, effective April 13, 2021, this the 13th day of April 2021.

- Administrative Supervisor, Grade 6
- Investigator – Special Victims Unit, Grade 7A
- Corporal – Administration, Grade 8
- Corporal – Records Clerk, Grade 5
- Courthouse Security, Grade 4
- Deputy Sheriff – Transports & Courts, Grade 7
- Evidence Technician, Grade 5
- Investigation – Administrative Clerk II, Grade 5

**Classification Title:**

**Administrative Supervisor  
Grade 6, Class Code 3225**

**POSITION OVERVIEW:**

The purpose of this classification is to perform specialized work functions associated with the administrative functions of the Sheriff's Office.

**REPORTS TO:**

Lieutenant, Captain

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(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 Clerk personnel.
- Provides HR duties for the agency.
- Must know and perform all Clerk duties and fills in when needed.
- Able to train other Clerks in their duties.
- Inputs data in the Kronos system with new and departing employees.
- Coordinates with County Commission on County Risk Services, insurance, workman's comp issues.
- Receives applications for employment, new hire paperwork and benefits, schedules psychological tests and physicals, tracks probationary employees, evaluations, personnel file, PAR's for the county, FMLA compliance coordinator, job postings.
- Preps APOST applications.
- Proficient in all county computer programs, vehicle tags, gas cards.
- Payroll processing back-up.
- Oversees Clerk personnel's Kronos time management as Manager 1.

Be proficient in Clerk II duties to include the following bullets:

- Kronos payroll system.
- Food bill pertaining to municipalities, state and US Marshals.
- Kiosk money machines, QCHC invoices for medical staff, inmate medical supplies and visits, incoming agency mail, helps sex offender registration section.

Will additionally perform the duties of Clerk I to include the following duties below:

- Performs tasks and back up duties to the Clerk supervisor.
- Operate law enforcement/civil law-based computer system and the various programs these duties require.
- Input, update, retrieve and in some cases expunge criminal information.
- Greets, assists, and directs visitors as appropriate.
- Answers phones, provides information, takes and relays messages.
- Receives and processes pistol permit applications. Determines the legality of pistol permit applicants.
- May collect minor fees for other programs.
- Prints and records pistol permits.



- Email correspondence with the public.
- Makes trips to the courthouse for various Sheriff's office operational business.
- Sorts and distributes incoming and outgoing mail.
- Helps sex offender registration section.
- Sorts, manages and logs any and all civil process from or to the courts.
- Maintains the civil process data base.
- Prepares and files departmental records.
- Provide assistance with other divisions in the Sheriff's Office.
- Maintains the confidentiality/integrity in all information and documents.
- Uses law enforcement computer and software to complete daily workload.
- Ability to communicate effectively both written and verbally.
- Ability to demonstrate problem solving skills.
- Maintain confidentiality and professional integrity.
- Answers the telephone; provides information; takes and relays messages and/ or directs calls to appropriate personnel; returns calls as necessary.
- Prepares reports, logs, citations, forms and other documentation; maintains files, logs and records; performs other clerical duties.
- Receives various documentations; reviews, processes, responds, forwards, maintains, and/or takes other action as appropriate.
- Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new trends advances in the profession; attends shift meetings, training sessions and workshops as appropriate.
- Performs other related duties as required.

#### **EDUCATION, EXPERIENCE, AND QUALIFICATIONS:**

##### **MINIMUM QUALIFICATIONS REQUIRED**

- High school diploma or GED required; college associate degree preferred.
- Successfully pass our agencies background check and drug screening.
- NCIC certified or be sent to certification school.
- Good demeanor when dealing with the public.
- Verbal and telephonic communication skills.
- Must possess and maintain a valid Alabama driver's license.
- Two (2) years MCSO experience.

##### **PHYSICAL REQUIREMENTS**

- Light physical work, computer literate and typing skills, wears civilian clothing or an agency shirt.
- Usually works 9 hours M-T, F-4 hours.
- Usually has weekends and holidays off.

##### **MINIMUM REQUIREMENTS**

- **PHYSICAL REQUIREMENTS:** Must be able to operate a variety of machinery and equipment including a computer, printer, typewriter, copy and facsimile machines, calculator, and telephone. May require the ability to operate a motor vehicle. Physical demand requirements are at levels of those for light to medium work.
- **DATA COMPREHENSION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things, which may include contracts, procedural manuals and reference manuals.
- **INTERPERSONAL COMMUNICATION:** Requires the ability to speak with and/or signal people to convey or exchange administrative, marketing, and personnel-related information, including giving assignments and/or directions to co-workers or assistants as well as communicating with officials and the general public.
- **LANGUAGE ABILITY:** Requires ability to read a variety of administrative, marketing, and personnel-related documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job-related documentation with 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 administrative and personnel related principles and techniques; to understand departmental policies and

procedures; to make independent judgments 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 utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret graphs.
- **FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.
- **MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment and to operate motor vehicles.
- **MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, motor vehicles, 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:** May require 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:**

**Investigator – Special Victims Unit  
Grade 7A, Class Code 3228**

**POSITION OVERVIEW:**

The purpose of this classification is to perform specialized work functions associated with Protecting life and property and enforcing state and local laws.

**REPORTS TO:**

Sergeant, Lieutenant

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(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)

- Helps with Sex Offender Registration and compliance checks.
- Oversees the tracking of all convicted Sex Offenders residing or working within the county.
- Investigates Sex Crimes, child abuse, domestic violence, and elder abuse. Conducts interviews with victims of child sex/ abuse crimes as well as adult Sex/ abuse crimes.
- Examines crime scenes for clues and evidence.
- Works with DHR and Multidisciplinary team to investigate Child sex crimes and child abuse.
- Determines if sufficient evidence exists to substantiate an arrest, obtain warrants, makes arrests.
- Supervises and/ or performs various court-related support functions.
- Documents all investigative information; prepares detailed reports and records; Prepares cases for prosecution.
- Participates in court activities; testifies in judicial proceedings.
- Enforces all applicable codes, ordinances, laws and regulations in order to protect life and property, prevent crime, and promote security.
- Investigates crimes and related law enforcement problems; conducts investigations as assigned.
- Examines crime scenes for clues and evidence; makes photographs or diagrams of crime scenes and evidence.
- Collects, evaluates and preserves evidence; checks for latent fingerprints.

- Identifies potential witnesses and suspects through observation or crime scenes or reports; conducts interviews to gather information regarding incidents; takes statements; verifies truth/ accuracy of statements.
- Conducts stakeouts and undercover operations as necessary.
- Documents all investigative information; prepares detailed investigative reports and records; prepares cases for prosecution.
- Participates in court activities; testifies in judicial proceedings.
- Performs general deputy sheriff duties as needed; patrols designated areas via motor vehicle or on foot to detect and deter criminal activity; prevents/discovers commission of crime; apprehends, arrests and processes criminals, fugitives and offenders; writes citations; inspects premises of residential/commercial buildings/ properties to detect suspicious.
- Performs other related duties as required.

## **EDUCATION, EXPERIENCE, AND QUALIFICATIONS:**

### **MINIMUM QUALIFICATIONS REQUIRED**

- Applicants must be off probation for 1 year as of closing date of this job posting.
- Two years of law enforcement experience, preferable to include general investigations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain valid P.O.S.T. Certification.
- Must possess and maintain a valid Alabama driver's license.

### **MINIMUM REQUIREMENTS**

- **PHYSICAL REOQUIREMENTS:** Must be able to operate a variety of machinery and equipment including a computer, printer, typewriter, copy and facsimile machines, calculator, and telephone. May require the ability to operate a motor vehicle. Physical demand requirements are at levels of those for light to medium work.
- **DATA COMPREHENSION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things, which may include contracts, procedural manuals and reference manuals.
- **INTERPERSONAL COMMUNICATION:** Requires the ability to speak with and/or signal people to conveyor exchange administrative, marketing, and personnel-related information, including giving assignments and/or directions to co-workers or assistants as well as communicating with officials and the general public.
- **LANGUAGE ABILITY:** Requires ability to read a variety of administrative, marketing, and personnel-related documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job-related documentation with 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 administrative and personnel related principles and techniques; to understand departmental policies and procedures; to make independent judgments 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 utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret graphs.
- **FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.
- **MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment and to operate motor vehicles.
- **MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, motor vehicles, 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:** May require 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:**

**Corporal - Administration  
Grade 8, Class Code 3231**

**POSITION OVERVIEW:**

This is 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 is performed under supervision of a Sergeant, 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.

**REPORTS TO:**

Sergeant, Lieutenant

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(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)

- Create and maintain schedule of courthouse personnel, coordinate with other offices in the courthouse and special events.
- Elections security coordinator and liaison to the Probate court.
- Supervise the security staff, responsible for training personnel on writs and executions in the Admin division, execute all courtroom arrest when possible.
- Coordinate storm watch at the courthouse. Liaison for security in the EMA headquarters.
- Trains courthouse personnel on the Kronos time management system.
- Be proficient in all the duties of courthouse personnel, assist persons entering the courthouse, triage personnel entering the courthouse in rare times due to occupancy.
- Scan any and all items brought into the courthouse and be proficient with the X-ray machine.
- Monitor the camera system, conduct walk through of the courthouse and maintain the security integrity of the building, respond to emergencies within the building or direct perimeter, assist public where they are attempting to go within the building, may have to arrest subjects, open and close the courthouse, may have to work overtime depending on staffing and courts, storm watch and EMA security details.
- Cross trains to work in transports, courts, court/courthouse security, Clerks, records and patrol.
- 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.
- Cross trained for other duties within the Admin division.
- Train or be trained in courthouse security operations.
- Other duties or tasks may be assigned as needed.

**EDUCATION, EXPERIENCE, AND QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE**

**Requirements for entering the process for promotion to Corporal:**

- **Two Years** of experience in law enforcement.
- Must be off probation for one (1) year as of the closing of job posting.
- 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.
- FTO training completed.
- Must be able to pass a background investigation, drug screen, and physical examination.
- Must be able to pass the approved APOST firearms qualification course.
- Proficient in all Administration divisional duties as be trained for the same.

**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:**

**Corporal – Records Clerk  
Grade 5, Class Code 3307**

**POSITION OVERVIEW:**

The purpose of this classification is to perform specialized work functions associated with the administrative functions of the Sheriff's Office.

**REPORTS TO:**

Sergeant, Lieutenant

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(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)

- Computer and RMS/JMS skills.
- Radio skills to communicate with APOST officers and 911.
- Run criminal histories and enter data into criminal justice book.
- Email savvy, Warrant list, pistol permit list, enter protection from abuse orders and file.
- Enter juvenile pick up orders and file.
- Enter pawn tickets and file.
- Work harmoniously with jail staff and booking.

- Enter all incident/offense reports from CID into RMS, send BOLO's and file.
- Enter warrants and file for other agencies (currently for Somerville PD) Recall warrants, PFA's, JPO's, and clear from NCIC and books.
- Answer call from the public, other agencies, Courts, Sheriff's office personnel, booking, and Central 911.
- Run inmates in NCIC/RMS prior to release.
- Set up jail transports on charges and warrants.
- Ready packets for extraditions, confirm pistol permits for law enforcement and other pertinent entities.
- Answer all NCIC hit confirmations/messages.
- Converse with probation officers/DOC.
- Send PPAMS and details of arrests for DOC if needed.
- Validate new warrants.
- Participate in bad check round ups.
- Assist jail personnel if applicable.
- Performs other related duties as required.

#### **SUPERVISORY FUNCTIONS**

- Manages schedule, manager 1 in the Kronos pay system and approves time management.
- Liaison for records and booking for the courthouse.
- Channels paperwork from courthouse, S.O., extraditions and investigations.
- Trains warrant/records clerks.
- Audits and validations for this agency and Somerville PD monthly.
- Any and all supervisory protocols pertaining to the agencies policies.
- Supervises records/warrant clerks.

#### **EDUCATION AND EXPERIENCE**

##### **Requirements for entering the process for promotion to Corporal:**

- One Year of experience as a corrections officer.
- Must be off probation for one (1) year as of the closing of job posting.
- 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).

#### **EDUCATION, EXPERIENCE, AND QUALIFICATIONS:**

##### **MINIMUM QUALIFICATIONS REQUIRED**

- High school diploma or GED required.
- Successfully pass our agencies background check and drug screening.
- NCIC certified or be sent to certification school.
- Good demeanor when dealing with the public.
- Verbal and telephonic communication skills.
- Must possess and maintain a valid Alabama driver's license.

##### **PHYSICAL REQUIREMENTS**

- Light physical work, computer literate and typing skills, wears and maintains a basic uniform.
- Usually works 12-hour shift work.

##### **MINIMUM REQUIREMENTS**

- **PHYSICAL REOUIREMENTS:** Must be able to operate a variety of machinery and equipment including a computer, printer, typewriter, copy and facsimile machines, calculator, and telephone. May require the ability to operate a motor vehicle. Physical demand requirements are at levels of those for light to medium work.
- **DATA COMPREHENSION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things, which may include contracts, procedural manuals and reference manuals.

- **INTERPERSONAL COMMUNICATION:** Requires the ability to speak with and/or signal people to convey or exchange administrative, marketing, and personnel-related information, including giving assignments and/or directions to co-workers or assistants as well as communicating with officials and the general public.
- **LANGUAGE ABILITY:** Requires ability to read a variety of administrative, marketing, and personnel-related documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job-related documentation with 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 administrative and personnel related principles and techniques; to understand departmental policies and procedures; to make independent judgments 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 utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret graphs.
- **FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.
- **MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment and to operate motor vehicles.
- **MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, motor vehicles, 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:** May require 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:****Courthouse Security****Grade 4, Class Code 3232****POSITION OVERVIEW:**

The purpose of this classification is to perform specialized work functions associated with the administrative functions of the Sheriff's Office. This is a responsible position requiring contact with the general public, members of other law enforcement agencies and court personnel, therefore, individuals must establish and maintain positive public relationships.

**REPORTS TO:**

Corporal, Sergeant

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(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)

- Assist persons entering the courthouse, triage personnel entering the courthouse in rare times due to occupancy.
- Scan any and all items brought into the courthouse and be proficient with the X-ray machine.
- Monitor the camera system, conduct walk through of the courthouse and maintain the security integrity of the building, respond to emergencies within the building or direct perimeter, assist public where they are attempting to go within the building, may have to detain subjects until an APOST deputy arrives, open and close the courthouse, may have to work overtime depending on staffing and courts, storm watch and EMA security details.
- Cross trains to work in transports, courts, court/courthouse security, Clerks, records, and the jail.
- Will fill in anywhere the Office of the Sheriff needs fulfilling.
- Basic computer knowledge.
- Maintains a working relationship with all employs.



- Maintains a military bearing. Subject to rare call outs.
- May at times be required to work weekends.
- Cross trained for other duties within the Admin division.
- Other duties as assigned.

**EDUCATION, EXPERIENCE, AND QUALIFICATIONS:  
MINIMUM QUALIFICATIONS REQUIRED**

- High school diploma or GED required.
- Must pass physical and medical exam.
- Successfully pass our agencies background check and drug screening.
- Good demeanor when dealing with the public.
- Verbal and telephonic communication skills.
- Must possess and maintain a valid Alabama driver's license.
- Must be able to pass MCSO firearms qualification.
- Train or be trained in courthouse security operations.
- Must be able to communicate via radio.

**PHYSICAL REQUIREMENTS**

- Light physical work, computer literate and typing skills, wears and maintains uniform.
- Usually has weekends and holidays off.

**MINIMUM REQUIREMENTS**

- **PHYSICAL REQUIREMENTS:** Must be able to operate a variety of machinery and equipment including a computer, printer, typewriter, copy and facsimile machines, calculator, and telephone. May require the ability to operate a motor vehicle. Physical demand requirements are at levels of those for light to medium work.
- **DATA COMPREHENSION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things, which may include contracts, procedural manuals and reference manuals.
- **INTERPERSONAL COMMUNICATION:** Requires the ability to speak with and/or signal people to convey or exchange administrative, marketing, and personnel-related information, including giving assignments and/or directions to co-workers or assistants as well as communicating with officials and the general public.
- **LANGUAGE ABILITY:** Requires ability to read a variety of administrative, marketing, and personnel-related documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job-related documentation with 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 administrative and personnel related principles and techniques; to understand departmental policies and procedures; to make independent judgments 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 utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret graphs.
- **FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.
- **MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment and to operate motor vehicles.
- **MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, motor vehicles, 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:** May require 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:**

**Deputy Sheriff – Transports & Courts  
Grade 7, Class Code 3207**

**POSITION OVERVIEW:**

The Deputy Sheriff performs a variety of duties and tasks related to the protection of life, limb and property. Under direction, performs field contact and general duty police work in the execution and enforcement of law and court orders. Employee in this job description is responsible for service of civil and criminal papers, investigation of crimes, enforce laws, making arrests and performing other duties as law enforcement officers and agents of the court. Work is performed with independence within established policies and procedures and is reviewed by superiors through observation of the effectiveness of work performed and results through reports, observations and discussions.

**REPORTS TO:**

Corporal, Sergeant, Lieutenant, Captain

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(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)

- 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.

**ADDITIONAL DAILY FUNCTIONS FOR POSITION**

- 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.

**EDUCATION, EXPERIENCE, AND QUALIFICATIONS:  
MINIMUM QUALIFICATIONS REQUIRED**

**EDUCATION REQUIREMENT**

- High School Diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education, OR a General Education Development (GED) certificate issued by an appropriate state agency.
- Have successfully completed or ability to complete Basic Ability Test. The Basic Ability Test (BAT) is required of all applicants with the exception of those already APOSTC certified, or those who possess an earned Associate's Degree or higher from a college or university accredited by the Southern Association of Colleges and Schools (SACS), or its regional equivalent.
  1. Applicants who are required to take the ACT WorkKeys Assessment, adopted as the official Basic Ability Test (BAT) for law enforcement, may test at any Alabama Community College within the state.
  2. For more information about the BAT and ACT WorkKeys Assessment, read Chapter two (2) of the APOSTC Administrative Code found on the APOSTC website at [www.apostc.state.al.us](http://www.apostc.state.al.us).
  3. If an applicant has been a member of the armed forces of The United States, each and every discharge must be under honorable conditions, and appropriate documentation provided (DD214).

**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.
- Handling of prisoners sometimes being unruly.

#### **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).
- Some experience in law enforcement or related field preferred.
- 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 successfully complete Field Training Officer's Course and six (6) month probationary period.

#### **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:**

**Evidence Technician**

**Grade 5, Class Code 3229**

**POSITION OVERVIEW:**

The Evidence Custodian is a civilian employee (non-sworn) who is responsible for a variety of tasks relating to the storage and safekeeping of property and evidence submitted to Morgan County Sheriff's Office. Job duties are technical in nature and support the overall Morgan County Sheriff's Office mission.

**REPORTS TO:**

Lieutenant, Captain

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(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)

- Retrieve, process, identify, record, store, secure, and insure the safekeeping of property and evidence according to established procedures.
- Log all evidence and property into the RMS system utilized by the Sheriff's Office.
- Account for all articles submitted to the property room with barcoding and tracking.
- Preserve the chain of evidence upon receipt of items until such can be released.
- Maintain confidentiality as it relates to the position.
- Drive to various locations and work sites to pick up property and evidence. Maintain records of when the items were received and released.
- Research cases in various databases to determine their status in the judicial system.
- Inventory property and evidence as it is initially placed into the property room and when it is signed out for court.
- Maintain records to identify the timely destruction and/or disposal of items authorized to be destroyed in accordance with all applicable laws, policies, procedures, and accreditation standards.
- Dispose of or purge evidence or property no longer needed or adjudicated by the courts through actual destruction, melting, burning, or auctioning of items.
- Determine what items can be returned to the lawful owner.
- Coordinate with the investigators, deputies, prosecutors, and courts to determine what needs to be submitted to the Department of Forensic Sciences.
- Update RMS system to reflect the changes in the evidence status, location, etc.
- Update the case and the appropriate personnel as to the status/findings of the items submitted to the Department of Forensic Sciences, SANE, courts, ETC.
- Testify in court, as requested, regarding the chain of custody of evidence from receipt until admitted into court.
- Set-up appointments for individuals to retrieve property.
- Establish and maintain effective working relationships with County officials, employees, and the general public
- Be subject to spot inspections of evidence vault, property room, and other storage locations by the supervisor or designee.
- Conduct an inventory, when ordered, or necessary of the evidence vault property and other storage locations.
- Maintain and accurate and up-to-date filing system showing where evidence is located and proper chain of custody for each item.
- Produce evidence at court as requested by the District Attorney's Office of the Defense showing proper and correct chain of custody with each item.
- Be available to have the District Attorneys' Office or other attorneys come and review evidence in the evidence lab or approved storage site.
- Process evidence such as fingerprinting or fuming items when requested or needed.
- Keep property room, evidence lab, vault, and other storage locations neat and orderly and free of clutter.
- Provide training to Sheriff's Office personnel on proper evidence collection and documentation procedures.
- Attend training related to handling and processing of evidence.
- Place orders with vendors for supplies required for evidence packaging and collection.

- Maintain an adequate amount of evidence packaging supplies.
- Coordinate with other agencies to return/retrieve property that has been recovered.
- Interact with the public either in person or over the telephone when they have questions regarding property or items.
- Run criminal histories on individuals wanting to retrieve firearms and determine if the individual is permitted to possess a firearm.
- Coordinate with SANE Clinic and Children's Hospital to retrieve sexual assault kits and submit the kits to the Department of Forensic Sciences. Meet travel requirements of the position.
- Work flexible schedule, which may include on-call, evenings, weekends, holidays, and overtime.

#### **OTHER JOB FUNCTIONS**

- Perform other job functions as assigned.

#### **SUPERVISOR RECEIVED AND EXERCISED**

Work is performed independently under general supervision from an immediate supervisor from the Criminal/Narcotics Investigations Division. Work is reviewed for accuracy, productivity, and compliance with established procedures.

#### **WORKING ENVIRONMENT**

The working environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Evidence Custodians retrieve evidence from crime scenes and from secure lockers at the various facilities and locations. Evidence Custodians work in enclosed, windowless rooms, outdoors in all types of weather, and travel to remote sites. They may be exposed to biohazardous materials, noxious odors, and chemical agents.

#### **PHYSICAL REQUIREMENTS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The classification of an Evidence Custodian has physical requirements of varying degrees based on numerous differing work circumstances.

Required physical activities include walking, standing, sitting, balancing, climbing, kneeling, bending, stooping, lifting, dragging, throwing, digital dexterity, twisting the body, talking, hearing, and seeing.

The job requires an incumbent to move and lift heavy or bulky items and/or equipment and be able to lift to 25 pounds unassisted. Employees must be able to safely operate a motor vehicle. Employees must be able to safely operate equipment utilized in the warehouse, which consists of ladders, rolling ladders, and hand trucks.

#### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS**

- Local, State, and Federal laws pertaining to evidence procedures.
- Relevant departmental policies and procedures.
- Principles and practice of property and evidence documentation, inventory, and control.
- Storage and disposal of evidence and property.
- Automated law enforcement information systems.
- Various databases and research software.
- Basic warehouse and/or inventory control principles/practices.
- Basic math and English.
- Basic computer programs such as Microsoft Word, Excel, and Office.
- Standard safety procedures.
- Effectively interact and communicate with audiences of various social, cultural, ethnic, educational, and economic background.
- Testify during criminal court proceedings.
- Learn computer programs utilized in property room work area.
- Understand and follow written and verbal instructions.
- Schedule work projects to ensure timely completion.
- Independently determine and exercise good judgement to correctly handle various situations in compliance with established procedures.
- Communicate effectively, both orally and written, with diverse groups and individuals.
- Pay close attention to details; learn and apply detailed information, processes, and protocols.
- Work effectively and productively with others; participate as an effective member of a service-oriented team.
- Establish and maintain effective working relationships with County officials, employees, the general public, and other agencies.
- Operate office equipment and computers associated with the position.

- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.

#### **OTHER CHARACTERISTICS**

- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
- Ensure confidentiality of transactions.
- Represent the Sheriff's Office to the public in a professional manner that is consistent with the Office's image.
- Be highly motivated and organized.
- Be of high moral character and ethics.

#### **SPECIAL REQUIREMENTS**

- Ability to obtain and maintain required professional certifications is a condition of continued employment.

#### **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 a U.S. Citizen or have proof of naturalization.
- High school diploma or General Education Development (GED).
- Some experience in law enforcement or related field preferred.
- 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 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:**

**Investigation – Administrative Clerk II  
Grade 5, Class Code 3227**

**POSITION OVERVIEW:**

The purpose of this classification is to perform specialized work functions associated with criminal activity, sex offenders' cases.

**REPORTS TO:**

Sergeant, Lieutenant

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(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)

- Uses a law enforcement computer and software to input/retrieve/update sex offenders records.
- Complete all sex offenders' records required by state law.
- Process sex offender monthly, bi-monthly or yearly registrations.
- Maintain accurate registration records.
- Ability to communicate effectively both written and verbally.
- Ability to demonstrate problem solving skills.
- Maintain confidentiality and professional integrity.
- Documents all investigative information; prepares detailed investigative reports and records; prepares cases for prosecution.
- Participates in court activities; testifies in judicial proceedings.
- Assists other law enforcement agencies with investigations and/or information upon request.
- Work with Department of Human Recourses in investigations as needed.
- Confers with supervisors, staff, deputies, and others as necessary to obtain information or resolve problems; contacts command/supervisory personnel by radio, phone etc.
- Creates/maintains positive public relations with the general public, victims of sex abuse as well as the offenders.
- Answers the telephone; provides information; takes and relays messages and/ or directs calls to appropriate personnel; returns calls as necessary.
- Prepares reports, logs, citations, forms and other documentation; maintains files, logs and records; performs other clerical duties.



- Receives various documentations; reviews, processes, responds, forwards, maintains, and/or takes other action as appropriate.
- Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new trends advances in the profession; attends shift meetings, training sessions and workshops as appropriate.
- Performs other related duties as required.

#### **EDUCATION, EXPERIENCE, AND QUALIFICATIONS:**

##### **MINIMUM QUALIFICATIONS REQUIRED**

- High school diploma or GED required.
- One-year experience in general office/law enforcement work or a related field or any combination of education, training and experience which provides the requisite knowledge, skills and abilities to perform this job.
- Must possess and maintain a valid Alabama driver's license.

##### **MINIMUM REQUIREMENTS**

- **PHYSICAL REQUIREMENTS:** Must be able to operate a variety of machinery and equipment including a computer, printer, typewriter, copy and facsimile machines, calculator, and telephone. May require the ability to operate a motor vehicle. Physical demand requirements are at levels of those for light to medium work.
- **DATA COMPREHENSION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things, which may include contracts, procedural manuals and reference manuals.
- **INTERPERSONAL COMMUNICATION:** Requires the ability to speak with and/or signal people to convey or exchange administrative, marketing, and personnel-related information, including giving assignments and/or directions to co-workers or assistants as well as communicating with officials and the general public.
- **LANGUAGE ABILITY:** Requires ability to read a variety of administrative, marketing, and personnel-related documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job-related documentation with 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 administrative and personnel related principles and techniques; to understand departmental policies and procedures; to make independent judgments 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 utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret graphs.
- **FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.
- **MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment and to operate motor vehicles.
- **MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, motor vehicles, 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:** May require 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.

**ADOPT RESOLUTION AUTHORIZING SHARON MAXWELL, LICENSE COMMISSIONER, TO HIRE (2) TEMPORARY EMPLOYEES, AND AMEND BUDGET ACCORDINGLY.**

Mr. Greg Abercrombie, 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 21-226**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Sharon Maxwell, License Commissioner, to hire (2) temporary employees, and amend budget accordingly, this the 13th day of April 2021:

**ADOPT RESOLUTION AUTHORIZING KISHA BOLDING, SALES TAX DIRECTOR, TO HIRE A TEMPORARY EMPLOYEE FOR A CLERK POSITION FOR THE PERIOD OF MAY 7, 2021 THROUGH JUNE 7, 2021.**

Mr. Don Stisher, 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 21-227**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Kisha Bolding, Sales Tax Director, to hire a temporary employee for a clerk position, for the period of May 7, 2021 through June 7, 2021, this the 13th day of April 2021.

**ADOPT RESOLUTION APPROVING CERTIFICATE TO SUBDIVIDE PROPERTY LOCATED WITHIN MORGAN COUNTY FOR THE FOLLOWING:**

- **CENTENNIAL SOUTHERN LOGISTICS, INC.  
UNION ROAD, DISTRICT 4**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 21-228**

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:

- **Centennial Southern Logistics, Inc.  
Union Road, District 4**

this the 13th day of April 2021.

**ADOPT RESOLUTION APPROVING REQUEST BY JOHNNY HOWELL, ENVIRONMENTAL SERVICES DEPARTMENT HEAD, TO PURCHASE (793) 95-GALLON CARTS, AND (793) 95-GALLON CARTS, CATEGORIZED AS EXTRA CARTS, FROM SCHAEFER SYSTEMS INTERNATIONAL, INC. UTILIZING SOURCEWELL PURCHASING CONTRACT #041217-SFR, FOR A TOTAL COST OF \$78,923.00, 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 21-229**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve request by Johnny Howell, Environmental Services department head, to purchase (793) 95-gallon carts, and (793) 95-gallon carts, categorized as extra carts, from Schaefer Systems International, Inc. utilizing Sourcewell Purchasing Contract #041217-SFR, for a total cost of \$78,923.00, and amend budget accordingly, this the 13th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING JOHNNY HOWELL, ENVIRONMENTAL DEPARTMENT HEAD, TO TRANSFER THE FOLLOWING VEHICLE TO THE DECATUR/MORGAN COUNTY LANDFILL.**

- **2010 FORD E150 WAGON XL – (#4581)  
VIN #1FMNE1BWOADA83711**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 21-230**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Johnny Howell, Environmental department head, to transfer the following vehicle to the Decatur/Morgan County Landfill, this the 13th day of April 2021.

- **2010 Ford E150 Wagon XL – (#4581)  
VIN #1FMNE1BWOADA83711**

**ADOPT RESOLUTION AUTHORIZING SEAN DAILEY, PARKS & RECREATION DEPARTMENT HEAD, TO TRANSFER THE FOLLOWING EQUIPMENT TO THE MORGAN COUNTY SHERIFF'S OFFICE.**

- **1988 FORD BUCKET TRUCK – (#9000)  
SRL #2FDLF47M2JCB42576**

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 21-231**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Sean Dailey, Parks & Recreation department head, to transfer the following equipment to the Morgan County Sheriff's Office, this the 13th day of April 2021.

- **1988 Ford Bucket Truck – (#9000)  
SRL #2FDLF47M2JCB42576**

**ADOPT RESOLUTION AUTHORIZING GEORGE HILL, IT DEPARTMENT HEAD, TO DECLARE OUTDATED ELECTRONIC EQUIPMENT AS SURPLUS AND DISPOSE OF PROPERLY.**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 21-232**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize George Hill, IT department head, to declare the following outdated electronic equipment as surplus and dispose of properly, this the 13th day of April 2021.

<u>Type of Equip.</u>	<u>Serial #</u>	<u>Model #</u>	<u>Brand Name</u>	<u>Comp. Name</u>
Tower	AMM2011075			
Tower	AMM2011033			
Tower	AMM2015033			
Tower	AMM2015022			
Tower	AMM2015044			
Tower	AMM2015058			
Tower				D1COMM2
Tower	AMM2011033			
Tower	AMM2011057			
Tower	AMM2015033			
Tower	AMM2015022			
Tower	AMM2014093			
Monitor		E173FPc	DELL	
Monitor		E173FPc	DELL	
Printer		Phaser 3600	XEROX	
Printer		S2815dn	DELL	
Printer		S2815dn	DELL	
Printer		S2815dn	DELL	
Printer		S2815dn	DELL	
Printer		E120	LEXMARK	

**ADOPT RESOLUTION AUTHORIZING GREG BODLEY, COUNTY ENGINEER, TO DECLARE THE FOLLOWING OUTDATED ELECTRONIC EQUIPMENT, PRINTERS, AND COPIERS AS SURPLUS AND SELL ON GOVDEALS OR DISPOSE OF PROPERLY.**

- (4) WORKSTATIONS WITH MONITORS – (#4394, 4395, 4396, 4397)
- SHARP COPIER - (#4346)
- XEROX WORK CENTRE COPIER – (#4665)
- (2) COMPUTER MONITORS
- EPSON WORKFORCE PRINTER
- HP LASERJET PRINTER 4V
- HP DESIGNJET T1100PS PRINTER
- HP LASERJET PRINTER 6L
- (2) XEROX 5021 COPIERS
- XEROX 2510 LARGE FORMAT COPIER
- HP DESIGNJET 650C

Mr. Don Stisher, 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 21-233**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Greg Bodley, County Engineer, to declare the following outdated electronic equipment, printers, and copiers as surplus and sell on Govdeals or dispose of properly, this the 13th day of April 2021.

- (4) Workstations with monitors – (#4394, 4395, 4396, 4397)
- Sharp Copier - (#4346)
- Xerox Work Centre Copier – (#4665)
- (2) Computer monitors
- Epson Workforce Printer
- HP LaserJet Printer 4V
- HP DesignJet T1100ps printer
- HP LaserJet Printer 6L
- (2) Xerox 5021 Copiers
- Xerox 2510 Large format copier
- HP DesignJet 650C

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT OFFER FROM PINE ISLAND PARTNERS, LLC FOR THE PURCHASE OF BUILDING AND PROPERTY LOCATED AT 4205 DECATUR STREET SE, DECATUR, ALABAMA, FOR A SUM OF \$150,000, WITH PROCEEDS FROM SALE OF PROPERTY TO BE DEPOSITED INTO THE CAPITAL IMPROVEMENTS FUND.**

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 21-234**

WHEREAS the Morgan County Commission desires to sell the property located at 4205 Decatur Street, SE, Decatur, AL 35603; and

WHEREAS the Morgan County Commission has approved the sale of said property to Pine Island Partners, LLC, on the terms set forth in that contract dated February 24, 2021, for a sales price of \$150,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Morgan County Commission that Morgan County transfer and convey to Pine Island Partners, LLC, the property located at 4205 Decatur Street, SE, Decatur, AL 35603, the same being legally described as:

Commencing at the Northwest corner of the SW 1/4 of the NE 1/4 of Section 17, Township 6 South, Range 4 West, and running S 2°42' E 585.83 feet to a point; thence N 86°23' E 314.82 feet to a point which is the true point of beginning of the tract herein described; thence continue N 86°23' E 374.00 feet to a point on the margin of Decatur Street; thence S 51°53' W 60.65 feet to a point on margin of Decatur Street; thence S 3°16' E 322.5 feet to a point on the west margin of Decatur Street; thence S 86°23' W 155.85 feet; thence S 1°39' East 100.00 feet to a point; thence S 85°19' W 166.30 feet to a point; thence N 3°10' W 459.60 feet to a point of beginning, lying and being in the SW 1/4 of the NE 1/4 of Section 17, Township 6 South, Range 4 West, Morgan County, Alabama.

BE IT FURTHER RESOLVED that Ray Long as Chairman of the Morgan County Commission, be and he is hereby authorized to execute and deliver a deed to said property from Morgan County to Pine Island Partners, LLC., this the 13th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ALLOCATE \$3,000, PAYABLE FROM CONTINGENCY FUND, FOR THE PURPOSE OF SUPPORT TO THE BOYS AND GIRLS CLUB OF DECATUR.**

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 21-235**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to allocate \$3,000, payable from Contingency fund, for the purpose of support to the Boys and Girls Club of Decatur, this the 13th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO REAPPOINT CHARLES ADAMS, FORREST KEITH, AND PAM WERSTLER TO THE MORGAN COUNTY PERSONNEL REVIEW BOARD, FOR A 3-YEAR TERM EXPIRING APRIL 13, 2024.**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 21-236**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to reappoint Charles Adams, Forrest Keith, and Pam Werstler to the Morgan County Personnel Review Board, for a 3-year term expiring April 13, 2024, this the 13th day of April 2021.

**ADOPT RESOLUTION APPROVING DISBURSEMENTS FOR MARCH 2021, TOTALING \$8,562,583.16.**

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 21-237**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following disbursements for March 2021, totaling \$8,562,583.16, this the 13th day of April 2021.

Morgan County Commission Accounts Payable Disbursements March 2021			
Account	Check Numbers	Total Amount	
Accounts Payable	248705 - 249216	\$ 1,876,303.95	
Accounts Payable ACH	7965 - 8040	6,670,771.72	
Accounts Payable ACH	8042 - 8042	15,507.49	
<b>Total</b>		<b>\$ 8,562,583.16</b>	

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE FOLLOWING CONTRACTS REPRESENTING THE PROMOTION OF MORGAN COUNTY, WHICH WILL BE PAYABLE FROM THE TOURISM, RECREATION & CONVENTION FUND AS FOLLOWS:**

- **MORGAN COUNTY CAREER TECH ADVISORY COMMITTEE ---- \$3,000**
- **MORGAN COUNTY SPORTS HALL OF FAME ---- \$600**

Mr. Don Stisher, member of the Commission, offered the following resolutions and moved for their adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 21-238**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the following contract representing the promotion of Morgan County, which will be payable from the Tourism, Recreation & Convention Fund as follows:

- Morgan County Career Tech Advisory Committee ----- \$3,000

this the 13th day of April 2021.

**RESOLUTION 21-239**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the following contract representing the promotion of Morgan County, which will be payable from the Tourism, Recreation & Convention Fund as follows:

- Morgan County Sports Hall of Fame ----- \$600

this the 13th day of April 2021.

**REVIEW AND APPROVE THE FOLLOWING INVOICES, TOTALING \$120,791.51:**

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Sue-Jac, Inc.	Enviro/Recycling Project	\$ 6,077.73
Sue-Jac, Inc.	Hartselle Project	97,302.37
Sue-Jac, Inc.	East Morgan Project	17,411.41

Mr. Randy Vest, member of the Commission, moved for their approval. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously approved.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ADVERTISE FOR BIDS FROM LOWEST RESPONSIVE BIDDERS MEETING SPECIFICATIONS FOR REPAIR AND ROOFING AT THE MORGAN COUNTY JAIL, AND AMEND BUDGET ACCORDINGLY.**

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

**RESOLUTION 21-240**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to advertise for bids from lowest responsive bidders meeting specifications for repair and roofing at the Morgan County Jail, and amend budget accordingly, this the 13th day of April 2021.

Before the vote took place to adjourn, a guest in the audience asked to make a comment concerning an item on the agenda referencing Union Road. The Chairman recognized the guest. The guest asked if there were any plans to have ditches dug out deeper on Union Road. She sited flooding is a serious problem on this road. The Chairman asked if this discussion could continue after the meeting with her Commissioner, Greg Abercrombie. The guest thanked the Chairman for his time and agreed to wait until after the meeting to discuss the issue.

Before adjourning, the Chairman wanted to let everyone know, with the loosening of the mask mandate and a directive issued by the Governor, the Morgan County Senior Centers would be reopening on April 20, 2021. Commission on Aging department head, Sandra Adams, will have centers deep cleaned prior to opening and masks will be available for those that still want to wear one.

April 13, 2021

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BE IT FURTHER RESOLVED by the Morgan County Commission of Morgan County, Alabama, that there being no further business to come before the Commission, the same on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried; the Morgan County Commission is duly adjourned.

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These Minutes were approved  
this the 27th day of April 2021.

  
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RAY LONG, CHAIRMAN

  
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JEFF CLARK, MEMBER

  
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RANDY VEST, MEMBER

  
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DON STISHER, MEMBER

  
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GREG ABERCROMBIE, MEMBER