

## **MORGAN COUNTY COMMISSION MEETING**

The Morgan County Commission of Morgan County, Alabama, convened in a regular meeting on Tuesday, April 27, 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; Jessica Smith, Deputy Chief Administrative Officer; Laura Vest, Business Services Coordinator; Sheryl Marsh, Communications Director. Absent: None. 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  
Aaron Dawson, Morgan County Sheriff's Office  
Leon Sparks, Morgan County Sheriff's Office  
Katie Raper, Morgan County Sheriff's Office  
Nathaniel Cowart, Morgan County Sheriff's Office  
Josh Crumley, Morgan County Sheriff's Office  
James Slager, Morgan County Sheriff's Office  
James E. Rosenblum II, Morgan County Sheriff's Office  
Danny Kelso, Morgan County Sheriff's Office  
Ronnie Dukes, Pepsi Cola  
Ricky Bowling, Pepsi Cola

### **PROCLAMATION PRESENTATION TO CORRECTIONAL OFFICERS**

Chairman Ray Long presented Correctional Officers from the Morgan County Jail with a Proclamation recognizing the first full week in May as Correctional Officers and Employees Week. The Chairman reiterated his appreciation for the work the officers do in dealing with inmates of all types. The Morgan County Jail houses around 650 inmates. The County Commission recognized the officers' hard work and applauded their willingness to do a dangerous job. He stated that although he nor the Commissioners are not at the jail on a daily basis, they appreciate and support the importance of the work of the Correctional Officers and Employees.

Several Officers from the jail were in attendance to accept recognition and the Proclamation.

### **AGENDA**

The Agenda for the meeting of Tuesday, April 27, 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, April 13, 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 PEPSI COLA DECATUR, LLC AS THE LOWEST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR CONCESSION BEVERAGES FOR MORGAN COUNTY PARKS, IN THE AMOUNT OF \$90.00.**

<u>VENDOR</u>	<u>AMOUNT</u>
DECATUR COCA-COLA BOTTLING COMPANY	\$109.00
PEPSI COLA DECATUR, LLC	90.00**

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 21-241**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bid from Pepsi Cola Decatur, LLC as the lowest responsive bidder meeting specifications for concession beverages for Morgan County Parks, in the amount of \$90.00, this the 27th day of April 2021.

<u>Vendor</u>	<u>Amount</u>
Decatur Coca-Cola Bottling Co.	\$109.50
Pepsi Cola Decatur, LLC	90.00

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT BID FROM LYNN LAYTON FORD AS THE LOWEST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR (1) HALF-TON PICK-UP TRUCK FOR DISTRICT 3, IN THE AMOUNT OF \$30,195.00.**

<u>VENDOR</u>	<u>AMOUNT</u>
LYNN LAYTON FORD	\$30,195.00
LYNN LAYTON CHEVROLET	NO BID
EDDIE PREUITT FORD	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 21-242**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bid from Lynn Layton Ford as the lowest responsive bidder meeting specifications for (1) half-ton pick-up truck for District 3, in the amount of \$30,195.00, this the 27th day of April 2021.

<u>Vendor</u>	<u>Amount</u>
Lynn Layton Ford	\$30,195.00
Lynn Layton Chevrolet	No Bid
Eddie Preuitt Ford	No Bid

**NEW BUSINESS:**

**ADOPT RESOLUTION PROCLAIMING THE FIRST FULL WEEK IN MAY AS CORRECTIONAL OFFICERS AND EMPLOYEES WEEK.**

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 21-243**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby proclaim the first full week in May as Correctional Officers and Employees Week.

**PROCLAMATION**

**WHEREAS**, the first full week in May is recognized as National Correctional Officers and Employees Week to honor the work of correctional officers and correctional personnel nationwide. The week of May 2 through 8, 2021, has been declared National Correctional Officers and Employees Week; and

**WHEREAS** the Morgan County Correctional Officers, Nurses, Jail Ministries, and support staff serve in an increasingly complex and demanding profession and work in a correctional environment where they are called on to fill, simultaneously, custodial, supervisory, and counseling roles. They are responsible for the custody, safety, and well-being of the inmates within Morgan County; and

**WHEREAS** in today's profession, Correctional Officers and Correctional Personnel are well trained, work under demanding circumstances, and face danger in their daily lives; and

**WHEREAS** the work of correctional Officers and Correctional Personnel comes with a huge responsibility to maintain public safety as well as to help inmates develop the necessary skills to become productive members of society; and

**WHEREAS** Correctional Officers and Correctional Personnel deserve our show of support as we take this week to honor their hard work, professionalism, dedication, and courage throughout the performance of their demanding, and often conflicting roles and efforts, to protect public safety.

**NOW, BE IT RESOLVED**, that the Morgan County Commission proclaims the week of May 2 through May 8, 2021, be designated as National Correctional Officers and Employees Week in Morgan County.

Done this 27th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING A ONE-STEP PAY INCREASE WITHOUT EVALUATION, IN LIEU OF A MERIT INCREASE, EFFECTIVE MAY 9, 2021, FOR ALL ELIGIBLE FULL-TIME EMPLOYEES WHO HAVE COMPLETED THEIR INITIAL PROBATIONARY PERIOD BY MAY 8, 2021, 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 21-244**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize a one-step pay increase without evaluation, in lieu of a merit increase, effective May 9, 2021, for all eligible full-time employees who have completed their initial probationary period by May 8, 2021, and amend budget accordingly, this the 27th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING SHERIFF RON PUCKETT TO PURCHASE (105) BODY CAMERAS FOR JAIL PERSONNEL FROM WATCHGUARD VIDEO AT AN ESTIMATED COST OF \$995.00 EACH, PLUS CHARGING STATION(S), FOR AN ESTIMATED TOTAL COST OF \$120,000.00, IN ACCORANCE WITH ALABAMA CODE SECTION 41-16-51(A)(15), 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 21-245**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Sheriff Ron Puckett to purchase (105) body cameras for jail personnel from WatchGuard Video at an estimated cost of \$995.00 each, plus charging station(s), for an estimated total cost of \$120,000.00, in accordance with Alabama Code Section 41-16-51(a)(15), and amend budget accordingly, this the 27th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ADVERTISE FOR BID FROM THE LOWEST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR USED AND PROGRAM VEHICLES.**

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 21-246**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to advertise for bid from the lowest responsive bidder meeting specifications for used and program vehicles, this the 27th day of April 2021.

**ADOPT RESOLUTION ACCEPTING THE RETURN OF 8.4 ACRES LOCATED AT THE CORNER OF UPPER RIVER ROAD AND BETHEL ROAD, FROM THE TOWN OF PRICEVILLE, IN ACCORDANCE WITH STATUTORY WARRANTY DEED WITH POSSIBILITY OF REVERTER AGREEMENT DATED DECEMBER 12, 2016.**

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 21-247**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby accept the return of 8.4 acres located at the corner of Upper River Road and Bethel Road, from the Town of Priceville, in accordance with Statutory Warranty Deed with Possibility of Reverter Agreement dated December 12, 2016, this the 27th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXTEND CURRENT CONTRACT FOR UNIFORMS WITH LANG'S SPORTING GOODS FROM MAY 12, 2021 THROUGH MAY 11, 2022, USING THE SAME PRICING, TERMS, AND CONDITIONS AS PREVIOUSLY BID MAY 6, 2020, WITH THE LISTED EXCEPTION:**

- **WATER-PROOF SAFETY JACKET  
S-XL \$63.50, XXL \$66.50, XXXL \$69.50**

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 21-248**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to extend current contract for Uniforms with Lang's Sporting Goods from May 12, 2021 through May 11, 2022, using the same pricing, terms, and conditions as previously bid May 6, 2020, with the listed exception, this the 27th day of April 2021:

- Water-proof Safety Jacket  
S-XL \$63.50, XXL \$66.50, XXXL \$69.50

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE AUCTION AGREEMENT WITH J M WOOD AUCTION COMPANY TO AUCTION THE FOLLOWING DUMP TRUCKS FROM THE INVENTORY OF DISTRICT 3, WITH GUARANTEE BUY BACK OF \$85,000.00:**



- **2009 MACK GU713 - (#4354)  
VIN #1M2AX09C79M006053**
- **2009 MACK GU713 - (#4353)  
VIN #1M2AX09C99M006054**
- **(2) 2009 16' STAMPEDE OX DUMP BODY - (#4351, 4352)**

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 21-249**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the auction agreement with JM Wood Auction Company to auction the following dump trucks from the inventory of District 3, with guarantee buy back of \$85,000.00, this the 27th day of April 2021:

- **2009 Mack GU713 - (#4354)  
VIN #1M2AX09C79M006053**
- **2009 Mack GU713 - (#4353)  
VIN #1M2AX09C99M006054**
- **(2) 2009 16' Stampede Ox Dump Body - (#4351, 4352)**

#### **ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO APPROVE A SERVICE AGREEMENT FOR YEARLY HVAC MAINTENANCE WITH 4 SEASONS HEATING & COOLING FOR (6) UNITS AT ANIMAL CONTROL AT A COST OF \$1,400.00.**

Mr. Jeff Clark, 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 21-250**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to approve a service agreement for yearly HVAC maintenance with 4 Seasons Heating & Cooling for (6) units at Animal Control at a cost of \$1,400.00, this the 27th day of April 2021.

#### **ADOPT RESOLUTION SETTING A MAXIMUM SPEED LIMIT OF 30 MPH ON DEERE ROAD NORTH OF LOWER RIVER ROAD SE IN DISTRICT 1.**

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 21-251**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby set a maximum speed limit of 30 mph on Deere Road north of Lower River Road SE in District 1, this the 27th day of April 2021.

#### **ADOPT RESOLUTION SETTING A MAXIMUM SPEED LIMIT OF 25 MPH ON GIVENS COVE ROAD LOCATED IN SECTION 21, TOWNSHIP 6 SOUTH, RANGE 1 WEST, OFF TELEPHONE TOWER ROAD 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 21-252**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby set a maximum speed limit of 25 mph on Givens Cove Road located in Section 21, Township 6 South, Range 1 West, off Telephone Tower Road in District 4, this the 27th day of April 2021.

**ADOPT RESOLUTIONS APPROVING CERTIFICATE TO SUBDIVIDE PROPERTY AND SUBDIVISION PLAT LOCATED WITHIN MORGAN COUNTY FOR THE FOLLOWING:**

- **LINDA ROBERSON  
KAY ROAD, DISTRICT 4**
- **BLEVINS ROAD FARMS  
BLEVINS ROAD, HWY 55 E, DISTRICT 3**

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

**RESOLUTION 21-253**

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:

- Linda Roberson  
**Kay Road, District 4**

this the 27th day of April 2021.

**RESOLUTION 21-254**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Subdivision Plat located within Morgan County for the following:

- Blevins Road Farms  
**Blevins Road, Hwy 55 E, District 3**

this the 27th day of April 2021.

**ADOPT RESOLUTION APPROVING ADDITIONS AND DELETIONS FOR MARCH 2021.**

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 21-255**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following additions and deletions for March 2021, this the 27th day of April 2021:

<u>Additions</u>		<u>Deletions</u>	
Molly Beeson	License	Brandon Riley	Jail
Angela Kulick	Animal Control	Zachary Hobbs	Jail
		Daron Snell	Jail
		Steven Mardis	Jail
		Destiny Clemmons	Jail
		Alexandria Maples	Jail
		Eric Mullican	Jail
		Darrell Childers	Sheriff
		Kale Rouse	Maintenance
		Chloe Willis	COA
		James Gore	Engineering
		Molly Beeson	License

**ADOPT RESOLUTION AUTHORIZING RANDY VEST, DISTRICT 2 COMMISSIONER, TO FILL A MECHANICS POSITION, GRADE 8, (\$18.69-\$24.38).**

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 21-256**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Randy Vest, District 2 Commissioner, to fill a Mechanics position, Grade 8, (\$18.69-\$24.38), this the 27th day of April 2021.

**ADOPT RESOLUTION APPROVING THE FOLLOWING JOB DESCRIPTIONS FOR THE SHERIFF, EFFECTIVE APRIL 27, 2021:**

- **TRANSPORT & COURTS, GRADE 4**
- **CORRECTIONS CORPORAL – BOOKING, GRADE 5**
- **ADMINISTRATIVE JAIL CORPORAL, GRADE 5**
- **CORRECTIONS SERGEANT – BOOKING, GRADE 6**
- **SERGEANT – ADMINISTRATION, GRADE 9**
- **RECORDS CLERK, GRADE 4**
- **LIEUTENANT – ADMINISTRATION, GRADE 10**
- **SCHOOL RESOURCE OFFICER, 10-MONTH HOURLY EMPLOYEE**

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 21-257**

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 27, 2021, this the 27th day of April 2021:

- Transport & Courts, Grade 4
- Corrections Corporal – Booking, Grade 5
- Administrative Jail Corporal, Grade 5
- Corrections Sergeant – Booking, Grade 6
- Sergeant – Administration, Grade 9
- Records Clerk, Grade 4
- Lieutenant – Administration, Grade 10
- School Resource Officer, 10-month hourly employee

**Classification Title:**

**Transports & Courts  
Class Code 3313**

**POSITION OVERVIEW:**

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

**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)

- 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 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.
- Handling of prisoners for transportation.
- Must be able to communicate via radio.

**PHYSICAL REQUIREMENTS**

- Light physical work; computer literate and typing skills; wears and maintains uniform.

**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 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:**

**Corrections Corporal - Booking  
Class Code 3311**

**POSITION OVERVIEW:**

To perform first level supervisory functions associated with maintaining the safety and the security of the Morgan County Correctional Facility, Staff and the Inmates housed there under the direct supervision of the Sergeant.

**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)

- Must be fluent in booking inmates and able to train others in booking.
- Provides first level supervision and direction to Corrections Officers, assists the Sergeant in processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Assists the Sergeant in monitoring operations and activities of assigned shift.
- Reviews documentation submitted by Corrections Officers during shift.
- Assists the Sergeant in enforcement of jail rules and regulations.
- Maintains inmate discipline; maintains a secure and peaceful environment in the jail.
- Provides on the job training and guidance/ evaluations for Corrections Officers.
- Assists Sergeant in supervising, observing and monitors inmate activities inside the facility on a continual basis; supervising inmates working in the jail; taking counts of inmates as required.
- Searches inmates, visitors, mail, cells, building, and grounds to locate/remove contraband or weapons.
- Processes incoming inmates per established procedures; completes applicable documentation; secures and records personal property; explains jail rules and regulations; assigns housing quarters.
- Makes fingerprinting records for incoming inmates.
- Performs various functions associated with ensuring the health, safety, and welfare of inmates.
- Administers medications, first aid, and or CPR when needed.
- Conducts release of prisoners per established procedures; prepares bonds for inmate release.
- Completes applicable forms and obtains appropriate signatures.
- Enters data pertaining to inmates into computer system.

- Communicates with Staff or adjoining shifts to gather and exchange information on inmate activities.
- Plans/modifies schedule to ensure adequate coverage on a twenty-four-hour basis.
- Enforces jail rules and regulations; maintains inmate discipline; maintains a secure and peaceful environment in the jail.
- Supervises, observes and monitors inmate activities inside the facility on a continual basis.
- Oversees facility security functions (e.g., security rounds of facility; searches of inmates and facilities to locate/remove contraband or weapons; searches for escapees; etc.).
- Oversees booking procedures; oversees receipt/release of inmates transferred to/from the facility.
- Oversees and participates in training of new and current officers.
- Prepares and/or generates routine correspondence; forms, reports, logs, receipts, and other documents.
- Prepares departmental files; maintains departmental records.
- Communicates via telephone and two-way radio; provides information; takes and relays messages and/ or directs calls to appropriate personnel; returns calls as necessary.
- Responds to routine requests for information or assistance from inmates, family members, visitors, attorneys, court officials, members of the staff, the public or other individuals.
- May be called upon for special assignments or research as related to Jail operations and Inmate needs.
- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Other duties or tasks may be assigned as needed.

#### **EDUCATION AND EXPERIENCE**

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

- One Year of experience as a corrections officer as a Corrections Officer to include at least six months of experience in Booking, and supervisory experience.
- 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/SKILL/ABILITY**

- Must understand booking processes and other jail operations as they relate to physical security, officer safety, and daily operational needs.
- Must understand and be familiar with the Sheriff's Office and Morgan County Correctional Facility's Personnel Handbook and Policies and Procedures.
- Must ensure that all policy updates are disseminated and adhered to by staff.
- Must develop a leadership style that allows the flexibility to deal with officers, the public and inmates alike.
- Must articulate enough to communicate instructions either verbally or in writing to subordinates.
- Must have the ability to supervise staff in the performance of their duties.
- Must have the ability to manage emergency incidents to coordinate resources and ensure the physical security of the Jail, staff and inmates.
- Must have the ability to evaluate situations, based on training and experience, and make good decisions.

#### **PHYSICAL REQUIREMENTS**

- Independent body mobility to stand, walk, bend and sit for prolonged periods of time and/or drive a vehicle.
- Ability to respond physically and be physically able to handle any potential or physical circumstances related to inmates.
- Must be able to meet stringent security guidelines, work any rotating shifts, rotations, posts, mandatory overtime or functions of the position.
- Employees must be able to perform the fundamental duties and essential functions of their positions, with or without reasonable accommodation.

#### **MINIMUM QUALIFICATIONS**

- High School diploma or GED required.
- Must Possess and maintain a valid Alabama Driver's license.

**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.
- **DATE 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:****Administrative Jail Corporal  
Class Code 3309****POSITION OVERVIEW:**

To perform supervisory functions associated with maintaining the safety and the security of the Morgan County Correctional Facility, Staff and the Inmates housed there. Supervises the duties that encompass responsibilities that govern Inmate Affairs based upon the Policies and Procedures and at the direction of the designated Lieutenant, Warden, Chief Deputy and Sheriff.

**REPORTS TO:**

Lieutenant, Warden

**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 the Inmate Worker Program to include Work Release along with input and assistance from the Kitchen Supervisor.
- Works with the Warden, designated Lieutenant and Kitchen Supervisor to approve all inmates into Trustee status.
- Works to seek new business and manage Work Release.
- Complete tasks as assigned by the Warden and the designated Lieutenant.
- Plans staff work assignments; planning/approval of inmate work duty assignments.
- Reviews documentation submitted by Corrections Officers during shift.
- Assists the staff in enforcement of jail rules and regulations.
- Maintains inmate discipline; maintains a secure and peaceful environment in the jail.
- Provides on the job training and guidance/ evaluations for Corrections Officers.
- Searches inmates, visitors, mail, cells, building, and grounds to locate/remove contraband or weapons.
- Processes incoming inmates per established procedures; completes applicable documentation; secures and records personal property; explains jail rules and regulations; assigns housing quarters.
- Makes fingerprinting records for incoming inmates.
- Performs various functions associated with ensuring the health, safety, and welfare of inmates.
- Administers medications, first aid, and or CPR when needed.
- Conducts release of prisoners per established procedures; prepares bonds for inmate release.
- Completes applicable forms and obtains appropriate signatures.
- Enters data pertaining to inmates into computer system.
- Communicates with Staff or adjoining shifts to gather and exchange information on inmate activities.
- Communicates via phone, or two-way radio; provides information; takes and relays messages and or directs calls to appropriate personnel; returns calls as necessary.
- Responds to routine requests for information or assistance from inmates, family members, visitors, attorneys, court officials, members of the staff, the public or other individuals.
- Responsible for ensuring rules and regulations are followed as required and taking corrective measures in various forms when necessary.
- May be called upon for special assignments or research as related to Jail operations and Inmate needs.
- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

#### **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).

#### **KNOWLEDGE/SKILL/ABILITY**

- Must understand booking processes and other jail operations as they relate to physical security, officer safety, and daily operational needs.
- Must understand and be familiar with the Sheriff's Office and Morgan County Correctional Facility's Personnel Handbook and Policies and Procedures.
- Must ensure that all policy updates are disseminated and adhered to by staff.
- Must develop a leadership style that allows the flexibility to deal with officers, the public and inmates alike.
- Must articulate enough to communicate instructions either verbally or in writing to subordinates.
- Must have the ability to supervise staff in the performance of their duties.
- Must have the ability to manage emergency incidents to coordinate resources and ensure the physical security of the Jail, staff and inmates.
- Must have the ability to evaluate situations, based on training and experience, and make good decisions.

#### **PHYSICAL REQUIREMENTS**

- Independent body mobility to stand, walk, bend and sit for prolonged periods of time and/or drive a vehicle.

- Ability to respond physically and be physically able to handle any potential or physical circumstances related to inmates.
- Must be able to meet stringent security guidelines, work any rotating shifts, rotations, posts, mandatory overtime or functions of the position.
- Employees must be able to perform the fundamental duties and essential functions of their positions, with or without reasonable accommodation.

#### **MINIMUM QUALIFICATIONS**

- High School diploma or GED required.
- Must Possess and maintain a valid Alabama Driver's license.

#### **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.
- **DATE 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:**

**Corrections Sergeant – Booking  
Class Code 3312**

**POSITION OVERVIEW:**

To perform second level supervisory functions within Booking as well as those associated with maintaining the safety and the security of the Morgan County Correctional Facility, Staff and the Inmates housed there under the direct supervision of the Lieutenant.

**REPORTS TO:**

Lieutenant, Warden

**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, directs, and evaluates assigned staff, including Corporals and Corrections Officers
- Processing employee concerns and problems. Directing, working, counseling, disciplining and ensuring that employee performance appraisals are completed. In an accurate timely manner.
- Supervises/monitors operations and activities of assigned shift; plans staff work assignments; plans/ approves inmate work duty assignments; reviews documentation submitted by officers during shift.
- Must be fluent in booking inmates and able to train others in booking.
- Provides on the job training and guidance/ evaluations for the Corporals.
- Enforces jail rules and regulations; maintains inmate discipline; maintains a secure and peaceful environment in the jail.
- Supervises, observes and monitors inmate activities inside the facility on a continual basis.
- Supervises inmates working in the jail; takes counts of inmates as required.
- Monitors security of jail facility; inspects doors, fences and other areas to assure facility security; operates security doors via master control panel.
- Searches inmates, visitors, mail, cells, building, and grounds to locate/remove contraband or weapons.
- Processes incoming inmates per established procedures; completes applicable documentations; secures and reports personal property; explains jail rules and regulations; assigns housing quarters.
- Makes fingerprinting records for incoming inmates.
- Performs various functions associated with ensuring the health, safety, and welfare of inmates.
- Administers medications, first aid, and or CPR when needed.
- Conducts release of prisoners per established procedures; prepares bonds for inmate release.
- Completes applicable forms and obtains appropriate signatures.
- Enters data pertaining to inmates into computer system.
- Communicates with Staff or adjoining shifts to gather and exchange information on inmate activities.
- Communicates via phone, or two-way radio; provides information; takes and relays messages and or directs calls to appropriate personnel; returns calls as necessary.
- Responds to routine requests for information or assistance from inmates, family members, visitors, attorneys, court officials, members of the staff, the public or other individuals.
- Responsible for ensuring rules and regulations are followed as required and taking corrective measures in various forms when necessary.
- May be called upon for special assignments or research as related to Jail operations and Inmate needs.
- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Other duties or tasks may be assigned as needed.

**EDUCATION AND EXPERIENCE**

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

- Two years of experience as a Corporal/ Corrections Supervisor or supervisory experience in a related field.
- 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/SKILL/ABILITY**

- Must understand booking processes and other jail operations as they relate to physical security, officer safety, and daily operational needs.
- Must understand and be familiar with the Sheriff's Office and Morgan County Correctional Facility's Personnel Handbook and Policies and Procedures.
- Must ensure that all policy updates are disseminated and adhered to by staff.
- Must develop a leadership style that allows the flexibility to deal with officers, the public and inmates alike.
- Must articulate enough to communicate instructions either verbally or in writing to subordinates.
- Must have the ability to supervise staff in the performance of their duties.
- Must have the ability to manage emergency incidents to coordinate resources and ensure the physical security of the Jail, staff and inmates.
- Must have the ability to evaluate situations, based on training and experience, and make good decisions.

**PHYSICAL REQUIREMENTS**

- Independent body mobility to stand, walk, bend and sit for prolonged periods of time and/or drive a vehicle.
- Ability to respond physically and be physically able to handle any potential or physical circumstances related to inmates.
- Must be able to meet stringent security guidelines, work any rotating shifts, rotations, posts, mandatory overtime or functions of the position.
- Employees must be able to perform the fundamental duties and essential functions of their positions, with or without reasonable accommodation.

**MINIMUM QUALIFICATIONS**

- High School diploma or GED required.
- Must Possess and maintain a valid Alabama Driver's license.

**MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS**

- **PHYSICAL REQUIREMENTS:** Must be able to operate a variety of office equipment and specialized equipment which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons, emergency equipment, radio/communications equipment, radar equipment, alcohol testing equipment, handcuffs, baton, flashlight, processing kits, photographic equipment, tape recorder, calculator, copy machine, facsimile machine and telephone. Physical demand requirements are at levels of those for heavy work.
- **DATA COMPREHENSION:** Requires the ability to compare and or judge the readily observable functional, structural, and compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things which may include maps, legal code books, and procedural manuals.
- **INTERPERSONAL COMMUNICATION:** Requires the ability to speak with and or signal people to convey or exchange law enforcement, radio communications, emergency medical and court-related information, including giving assignments and or directions to co-workers or assistants as well as communication with officials and the general public.
- **LANGUAGE ABILITY:** Requires ability to read a variety of law enforcement, radio communications, emergency medical and court-related documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms, and job-related documentation with your proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.
- **INTELLIGENCE:** Requires the ability to learn and understand relatively complex law enforcement, radio communications, emergency medical and court-related principles and techniques; to understand departmental policies and procedures; to make independent judgements in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.
- **VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.
- **NUMERICAL APTITUDE:** Requires the ability to add and subtract; multiply and divide totals; determine percentages; and determine time and weight.

- **FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include processing kits and photographic equipment.
- **MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using job related equipment and to operate motor vehicles.
- **MANUAL DEXTERITY:** Requires the ability to handle a variety of items, job related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.
- **COLOR DIFFERENTIATION:** Requires the ability to discern color.
- **INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.
- **PHYSICAL COMMUNICATION:** Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

**Classification Title:**

**Sergeant – Administration  
Class Code 3214**

**POSITION OVERVIEW:**

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

**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)

- Exercises field supervision over uniformed deputy sheriffs on an assigned shift.
- Assists in training subordinates in police science and methods.
- Advises the public on complaint procedures and other matters under the jurisdiction of the Sheriff's Office.
- Assumes the duties of superior officers in their absence or as directed.
- Operate patrol vehicle in an assigned geographical area.
- Monitor and observe vehicular traffic, detect traffic offenses and issue traffic citations as warranted.
- Observe businesses and residences for criminal activity, check buildings for unauthorized entry, search structures and property for intruders, and investigate suspicious persons and events.
- Respond to robberies, thefts, burglaries, homicides, etc. Administer first-aid to injured, secure crime scenes, control and direct citizens at the scene, conduct interviews with complainants, victims, witnesses and suspects and gather material/physical evidence from scene as required.
- Respond to domestic disturbances, calm overly excited or agitated persons; physically restrain unruly individuals.
- Conduct interviews with complainants and witnesses, obtain relevant facts and information, and mediate and resolve complaints and disputes.
- Make arrests, including subduing individuals with appropriate action and force as necessary, placing individuals into handcuffs or other restraining devices, searching vehicles and persons under arrest for weapons and contraband, and transporting arrested individuals to our detention facility.
- Complete paperwork for incarcerate 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.
- Any and all jobs the admin division civilians, deputies and corporal accomplish.
- Judge dockets.
- Supervise transports daily.
- Court functions.
- Public relations.
- Communicate with other law enforcement agencies.
- Be familiar with all agency and offices in the courthouse.
- Manage personnel, courtroom security, and agency computer programs.
- Kronos time management manager 1.
- Documents all transports and courtroom activities.
- Evaluates staff.
- Have considerable knowledge of state and local laws, extradition laws, and leadership principals.
- Train personnel in all aspects of the Admin division.
- Submit recommendations to the Lt and commanding officer.
- Proficient in all agency policies and division protocols.
- Physically handle unruly prisoners, command the peace in the courtrooms.
- Prepare daily to run the entire division.
- Meet daily and brief the Lt. and Captain.

**EDUCATION, EXPERIENCE, AND QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE**

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

- Must be a current or prior Corporal with two (2) years of continuous experience as a Corporal with the Morgan County Sheriff's Office as of the closing date of the job posting; or have two (2) continuous years of experience in a felony unit with the Morgan County Sheriff's Office as of the closing date of the 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.
- 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:**

**Records Clerk  
Class Code 3308**

**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:**

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)

- 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.

**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 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:**

**Lieutenant – Administration  
Class Code 3202**

**POSITION OVERVIEW:**

This is a highly responsible field contact and supervisory work assisting in the maintenance of law and order, and service of legal process of courts of records within the county. Employees in this class are

responsible for the performance of supervisory police work of more than ordinary difficulty and responsibility involving supervision of, and responsibility for the work of a number of deputy 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 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:**

Captain, Chief

**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 one shift of duty consisting of deputy sheriffs.
- Plans, assigns, supervises, directs and participates in the programs and activities of the uniform division of the Sheriff's Office.
- Exercises field supervision over uniformed deputy sheriffs on an assigned shift.
- Assists in training subordinates in police science and methods.
- Advises the public on complaint procedures and other matters under the jurisdiction of the Sheriff's Office.
- Assumes the duties of superior officers in their absence or as directed.
- Operate patrol vehicle in an assigned geographical area.
- Monitor and observe vehicular traffic, detect traffic offenses and issue traffic citations as warranted.
- Observe businesses and residences for criminal activity, check buildings for unauthorized entry, search structures and property for intruders, and investigate suspicious persons and events.
- Respond to robberies, thefts, burglaries, homicides, etc. Administer first-aid to injured, secure crime scenes, control and direct citizens at the scene, conduct interviews with complainants, victims, witnesses and suspects and gather material/physical evidence from scene as required.
- Respond to domestic disturbances, calm overly excited or agitated persons; physically restrain unruly individuals.
- Conduct interviews with complainants and witnesses, obtain relevant facts and information, and mediate and resolve complaints and disputes.
- Make arrests, including subduing individuals with appropriate action and force as necessary, placing individuals into handcuffs or other restraining devices, searching vehicles and persons under arrest for weapons and contraband, and transporting arrested individuals to our detention facility.
- Complete paperwork for incarcerate 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.

- Any and all jobs the admin division civilians, deputies, corporal and sergeant accomplish.
- Judge dockets.
- Supervise transports daily.
- Court functions.
- Public relations.
- Communicate with other law enforcement agencies.
- Be familiar with all agency and offices in the courthouse.
- Manage personnel, courtroom security, and agency computer programs.
- Kronos time management manager 1.
- Documents all transports and courtroom activities.
- Evaluates staff.
- Have considerable knowledge of state and local laws, extradition laws, and leadership principals.
- Train personnel in all aspects of the Admin division.
- Submit recommendations to the commanding officer.
- Proficient in all agency policies and division protocols.
- Physically handle unruly prisoners, command the peace in the courtrooms.
- Prepare daily to run the entire division.
- Meet daily and brief the Captain.
- Proficient in and the administrator of the National instant criminal background check system (NICS), Agency youthful offender order, Court and civilian expungements, the final word in all pistol permit denial or affirmations.

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

### **EDUCATION AND EXPERIENCE**

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

- Must be a current or prior Sergeant with two (2) years of continuous experience as a Sergeant with the Morgan County Sheriff's Office as of the closing date of the 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.
- 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.
- Able to lead civilians, deputy sheriff's, Corporal and Sergeant.

**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.
- **DATE 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:**

**School Resource Officer  
Class Code 3219**

**Salary Range: \$32,000 Annually, 10-Month Hourly Employee**

**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:**

Principal of School Assigned, Corporal, 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 incarcerate 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.

**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.

**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 to have retired law enforcement officers with certification in good standing.
- 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 meet all APOST requirements for certification as a Peace Officer.
- Must be able to complete a non-lethal weapon course and must carry a non-lethal weapon.
- Must have the ability or have completed an active shooter course.
- 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.

**ADOPT RESOLUTION AUTHORIZING SHERIFF RON PUCKETT, TO DECLARE THE FOLLOWING EQUIPMENT AS SURPLUS AND SELL ON GOVDEALS OR DISPOSE OF PROPERLY:**

- **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 21-258**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Sheriff Ron Puckett, to declare the following equipment as surplus and sell on Govdeals or dispose of properly, this the 27th day of April 2021:

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

**ADOPT RESOLUTION AUTHORIZING JOHN ALLISON, ARCHIVIST, TO ENTER AND SUBMIT AN ONLINE GRANT APPLICATION TO THE WILLIAM G. POMEROY FOUNDATION FOR ASSISTANCE TO PURCHASE A “LEGENDS AND LORE” MARKER FOR MORGAN COUNTY.**

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 21-259**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize John Allison, Archivist, to enter and submit an online grant application to the William G. Pomeroy Foundation for assistance to purchase a “Legends and Lore” marker for Morgan County, this the 27th day of April 2021.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO REAPPOINT CHARLES BLACK TO THE MORGAN COUNTY EMERGENCY MANAGEMENT COMMUNICATION DISTRICT BOARD WITH TERM ENDING FEBRUARY 1, 2023.**

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 21-260**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to reappoint Charles Black to the Morgan County Emergency Management Communication District Board with term ending February 1, 2023, this the 27th day of April 2021.

**ADOPT RESOLUTION APPROVING BUDGET AMENDMENTS FOR APRIL 2021.**

Mr. Randy Vest, 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 21-261**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following budget amendments for April 2021, this the 27th day of April 2021:



**Morgan County Commission  
Budget Amendments for Board Approval  
April 2021**

<b>General Fund</b>	<b>Debit</b>	<b>Credit</b>
00152100 50116 - Expenditures		22,092.36
00144052 44721 - Revenue	3,900.62	
00144052 44723 - Revenue	1,893.36	
00144052 44725 - Revenue	16,298.38	
00152100 50121 - Expenditures		5,112.93
00144052 44901 - Revenue	5,112.93	

(To amend budget for revenue and expenditures not previously budgeted)

<b>Gasoline Fund</b>	<b>Debit</b>	<b>Credit</b>
1115360050199 - Expenditures		14,988.50
11149999 61000 - Prior Year Revenue	14,988.50	

(To amend budget for revenue and expenditures not previously budgeted)

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

- **DECATUR DOWNTOWN MERCHANTS ASSOCIATION ---- \$1,000**

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

**RESOLUTION 21-262**

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:

- Decatur Downtown Merchants Association ----- \$1,000

this the 27th day of April 2021.

**REVIEW AND APPROVE THE FOLLOWING INVOICES, TOTALING \$30,954.69:**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>TOTAL</u></b>
AL Assoc. of Floodplain Managers	Membership Dues – Kelley, M.	\$ 75.00
ADCO Pipe & Supply, LLC	District 3, Road & Bridge	5,617.20
Rogers Group, Inc.	Neel VFD Asphalt – D2	25,262.49

Mr. Don Stisher, 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 JEFF CLARK, DISTRICT 1 COMMISSIONER, TO TRANSFER MAINTENANCE RESPONSIBILITY FOR THE TRAFFIC LIGHT AT E. UPPER RIVER ROAD AND BETHEL ROAD TO THE TOWN OF PRICEVILLE.**

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:



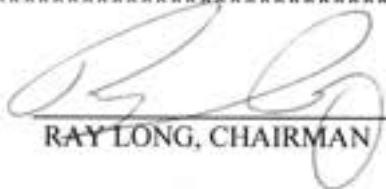
**RESOLUTION 21-263**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Jeff Clark, District 1 Commissioner, to transfer maintenance responsibility for the traffic light at E. Upper River Road and Bethel Road to the Town of Priceville, this the 27th day of April 2021.

\*\*\*\*\*

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.

\*\*\*\*\*

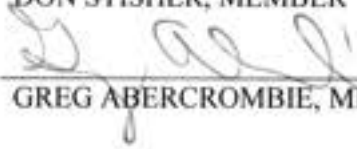
  
\_\_\_\_\_  
RAY LONG, CHAIRMAN

These Minutes were approved  
this the 11th day of May 2021.

\_\_\_\_\_  
JEFF CLARK, MEMBER

\_\_\_\_\_  
RANDY VEST, MEMBER

  
\_\_\_\_\_  
DON STISHER, MEMBER

  
\_\_\_\_\_  
GREG ABERCROMBIE, MEMBER