

MINUTES, LIMESTONE COUNTY COMMISSION, SEPTEMBER 18, 2017

The Limestone County Commission met in a regular meeting today, at 10:00 a.m. at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.

Present: Stanley Hill, Steve Turner, Jason Black, and Ben Harrison. Absent: None. Mark Yarbrough, Chairman presided.

The meeting began with the Pledge of Allegiance.

MOTION was made by Stanley Hill and seconded by Steve Turner to approve the minutes of September 5 & 13, 2017.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Stanley Hill, aye; Steve Turner, aye; Jason Black, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Jason Black and seconded by Steve Turner to approve the following claims

9/01/17	Check # 44835 – 44854	\$282,298.24
9/05/17	Check # 44855	\$ 1,296.97
9/08/17	Check # 44856 – 44930	\$313,169.47
9/12/17	Check # 44931	<u>\$ 90,000.00</u>
	TOTAL	\$686,764.68

with detailed claims of the above being on file for review upon request to the County Administrator.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Steve Turner, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Stanley Hill and seconded by Jason Black to approve the following resolution granting a one-time lump sum payment to eligible retirees and beneficiaries of deceased retirees as provided for by Section 2 Act 367 of the Regular Session of the 2017 Legislature.

**RESOLUTION ACT 2017-367
(Local Unit Retirees and Beneficiaries of Deceased Retirees)**

Be it resolved that the Limestone County Commission, through its governing authority, elects to come under the provisions of Section 2 of Act 367 of the Regular Session of the 2017 Legislature.

Limestone County Commission agrees to provide all funds necessary to the Employees' Retirement System to cover the cost of the one-time lump sum payment as provided for by this Act for those eligible retirees and beneficiaries of deceased retirees of Limestone

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County Commission with the aforementioned lump sum payment being paid in December 2017.

CERTIFICATION

I, Pam Ball, Administrator, Limestone County Commission, hereby certify that the foregoing is a true and correct copy of the Resolution passed on this 18th day of September, 2017.

Pam Ball, Administrator

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Stanley Hill, aye; Jason Black, aye; Steve Turner, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Ben Harrison to approve a contract with Southern Health Partners for inmate healthcare; \$591,221.76 for 1 year, pending County Attorney approval.

(Will insert in minute book.)

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Steve Turner, aye; Ben Harrison, aye; Stanley Hill, aye; and Jason Black, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Jason Black to award the following bid proposal to the lowest responsible bidder meeting specifications as follows:

Proposal No.	Item	Awarded to	Amount
2628	Printing - Pistol Permits (Sheriff's Department)	Currie Systems	\$370.00

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Steve Turner, aye; Jason Black, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Jason Black and seconded by Stanley Hill to approve the following Pay Plan, effective October 1, 2017, to include a 3% Cost of Living Adjustment, and suspend the merit system for FY 17-18.

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**Limestone County Commission Pay Plan
Effective October 1, 2017**

Grade/Step	1	2	3	4	5	6	7	8
1	\$8.69	\$8.96	\$9.24	\$9.53	\$9.83	\$10.14	\$10.46	\$10.79
2	\$9.59	\$9.89	\$10.20	\$10.52	\$10.85	\$11.19	\$11.54	\$11.91
3	\$10.61	\$10.94	\$11.29	\$11.64	\$12.01	\$12.38	\$12.77	\$13.17
4	\$11.72	\$12.09	\$12.47	\$12.86	\$13.26	\$13.68	\$14.11	\$14.55
5	\$12.96	\$13.37	\$13.79	\$14.22	\$14.67	\$15.13	\$15.60	\$16.09
6	\$14.31	\$14.76	\$15.22	\$15.70	\$16.19	\$16.70	\$17.23	\$17.77
7	\$15.81	\$16.31	\$16.82	\$17.35	\$17.89	\$18.45	\$19.03	\$19.63
8	\$17.47	\$18.02	\$18.58	\$19.17	\$19.77	\$20.39	\$21.03	\$21.69
9	\$19.31	\$19.92	\$20.54	\$21.19	\$21.85	\$22.54	\$23.25	\$23.98
10	\$21.34	\$22.01	\$22.70	\$23.41	\$24.15	\$24.91	\$25.69	\$26.50
11	\$23.59	\$24.33	\$25.09	\$25.88	\$26.70	\$27.53	\$28.40	\$29.29
12	\$26.06	\$26.88	\$27.72	\$28.59	\$29.49	\$30.42	\$31.37	\$32.36
13	\$28.79	\$29.69	\$30.63	\$31.59	\$32.58	\$33.60	\$34.66	\$35.75
14	\$31.81	\$32.81	\$33.84	\$34.90	\$36.00	\$37.13	\$38.29	\$39.50
15	\$35.15	\$36.25	\$37.39	\$38.57	\$39.78	\$41.03	\$42.31	\$43.64
16	\$28.85	\$29.76	\$30.69	\$31.65	\$32.65	\$33.67	\$34.73	\$35.82
17	\$42.92	\$44.27	\$45.66	\$47.09	\$48.57	\$50.10	\$51.67	\$53.29
18	\$47.42	\$48.91	\$50.44	\$52.03	\$53.66	\$55.35	\$57.09	\$58.88

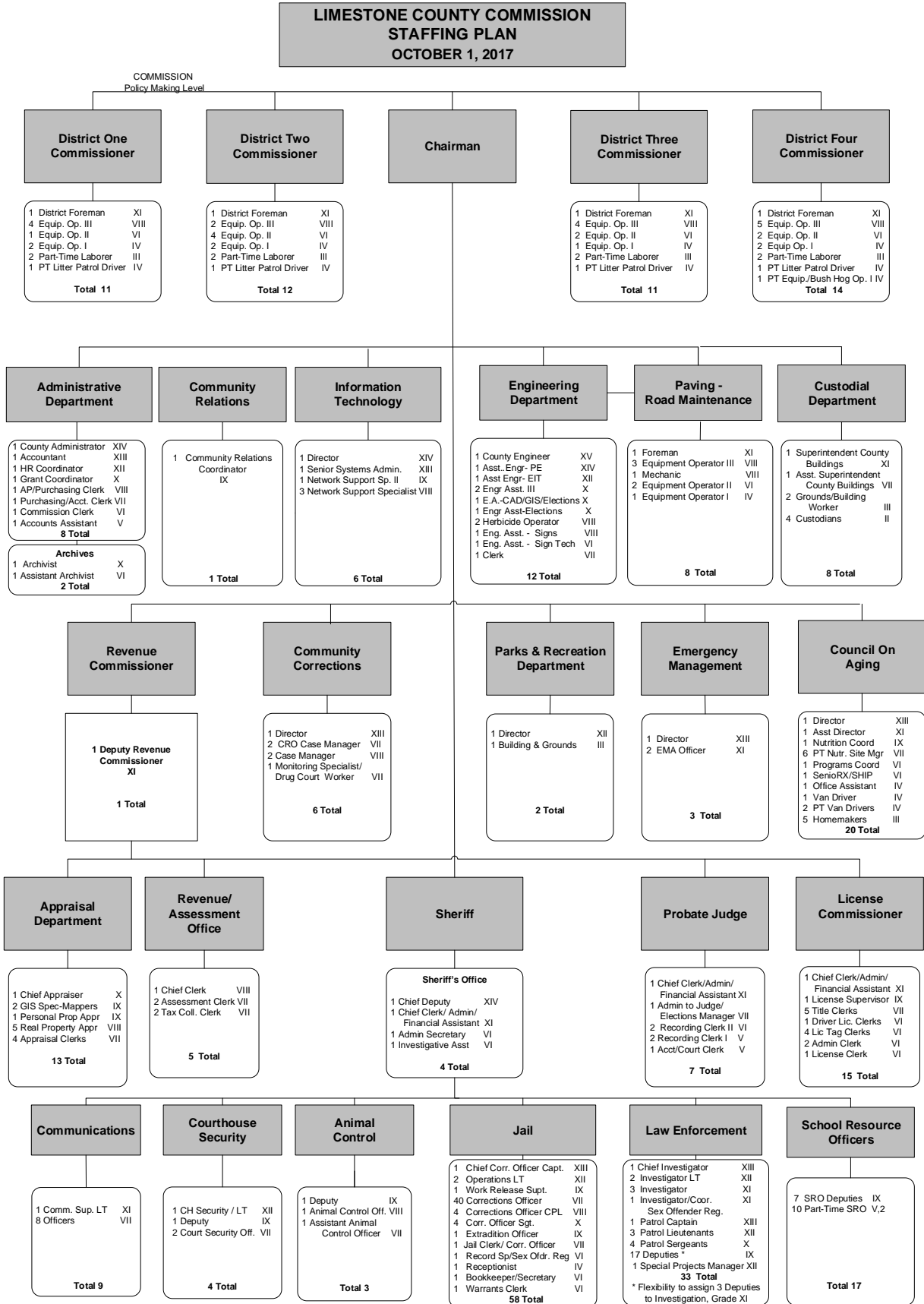
Grade/Step	9	10	11	12	13	14	15	16	17
1	\$11.13	\$11.48	\$11.84	\$12.21	\$12.59	\$12.99	\$13.40	\$13.82	\$14.25
2	\$12.28	\$12.67	\$13.06	\$13.47	\$13.90	\$14.33	\$14.78	\$15.25	\$15.73
3	\$13.59	\$14.01	\$14.45	\$14.91	\$15.38	\$15.86	\$16.36	\$16.87	\$17.40
4	\$15.01	\$15.48	\$15.97	\$16.47	\$16.98	\$17.52	\$18.07	\$18.64	\$19.22
5	\$16.60	\$17.12	\$17.66	\$18.21	\$18.78	\$19.37	\$19.98	\$20.61	\$21.25
6	\$18.33	\$18.90	\$19.49	\$20.11	\$20.74	\$21.39	\$22.06	\$22.75	\$23.47
7	\$20.25	\$20.88	\$21.54	\$22.21	\$22.91	\$23.63	\$24.37	\$25.14	\$25.93
8	\$22.37	\$23.07	\$23.80	\$24.55	\$25.32	\$26.11	\$26.93	\$27.78	\$28.65
9	\$24.73	\$25.51	\$26.31	\$27.13	\$27.98	\$28.86	\$29.77	\$30.70	\$31.67
10	\$27.33	\$28.19	\$29.07	\$29.98	\$30.93	\$31.90	\$32.90	\$33.93	\$35.00
11	\$30.21	\$31.16	\$32.14	\$33.15	\$34.19	\$35.26	\$36.37	\$37.51	\$38.69
12	\$33.37	\$34.42	\$35.50	\$36.62	\$37.77	\$38.95	\$40.17	\$41.44	\$42.74
13	\$36.87	\$38.03	\$39.22	\$40.45	\$41.72	\$43.03	\$44.38	\$45.78	\$47.21
14	\$40.74	\$42.02	\$43.33	\$44.70	\$46.10	\$47.55	\$49.04	\$50.58	\$52.17
15	\$45.01	\$46.43	\$47.88	\$49.39	\$50.94	\$52.54	\$54.19	\$55.89	\$57.64
16	\$36.95	\$38.11	\$39.30	\$40.54	\$41.81	\$43.12	\$44.48	\$45.87	\$47.31
17	\$54.96	\$56.69	\$58.47	\$60.31	\$62.20	\$64.15	\$66.17	\$68.24	\$70.39
18	\$60.73	\$62.63	\$64.60	\$66.63	\$68.72	\$70.88	\$73.10	\$75.40	\$77.77

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Stanley Hill, aye; Steve Turner, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Jason Black to approve the Staffing Plan, effective October 1, 2017, that includes reclassifying four Deputy positions to Patrol Sergeants, reclassifying four Corrections Officer positions to Correction Corporals, and adding one Property Appraiser.

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Steve Turner, aye; Jason Black, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Jason Black to approve the following job descriptions for Patrol Sergeant and Corrections Corporal:

Limestone County JOB DESCRIPTION

Job Title: Patrol Sergeant

Department: Sheriff's Office

FLSA: Nonexempt

Grade: X

Job Description Prepared:

September 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Patrol Lieutenant

Subordinate Staff: Deputies; Reserve Officers

Other Internal Contacts: All County Offices

External Contacts: General Public; Area Police Departments; Area Sheriff's Offices; State Troopers; ABI; ABC; Juvenile Probation Office; Pardon and Parole officers; Probation Officers; DHR; Domestic Violence Shelters; Department of Mental Health; Department of Corrections; US Marshals; FBI; Border Patrol; INS; Postal Service; State Fire Marshal; Sheriffs' Association

Job Summary

Under the supervision of the Patrol Lieutenant, the employee provides leadership to the Patrol unit. Employee assist in the coordination of training, reviews reports, and evaluates employees' performance. Employee performs the full range of patrol duties.

Job Domains

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A. Supervision and Management

1. Coordinates and provides training as required for new employees, reserves and assigned personnel for cross training.
2. Coordinates roll call inspections and shift change briefings.
3. Inspects vehicles and equipment as required; coordinates maintenance and repairs with the Patrol Captain as required.
4. Inspects department weapons for cleanliness and serviceability as required.
5. Evaluates the performance of subordinates; counsels employees and makes required written and verbal status reports to Patrol Lieutenant as required.
6. Supervises officers on shift to ensure all assignments are completed properly and efficiently.
7. Reviews all reports completed by Deputies.

B. Patrol Duties

1. Patrols County businesses, schools, churches, private residences, and other special areas as directed by supervisor; makes building searches if anything found open or disturbed.
2. Makes note during patrol of any situation that does not appear normal for the area, time of day, weather conditions, volume of traffic, assemblage of persons, etc.
3. Varies patrol route to prevent establishing predictable pattern.
4. Responds to and investigates any complaint received; prepares a written report for each investigation.
5. Initiates investigation of complaints and prepares to brief the supervisor and investigator of known facts, suspects and situation.
6. Provides backup support for other law enforcement officers, including those from other agencies as required.
7. Assists stranded motorists; keeps traffic moving smoothly and safely; watches for traffic violations; operates department speed detection devices in accordance with departmental rules and regulations; maintains device log and other documents as required for purposes of evidence; directs traffic as required; assists with or provides escorts for funeral processions; perform emergency relays such as blood transports as required.
8. Assists in medical emergencies as needed by rendering first aid or assisting medical personnel.
9. Prepares written reports of offenses investigated, arrests, daily activities, unusual events, force used, buildings checked, field interviews, etc.
10. Performs severe weather area-spotter requirements during severe weather watches; evacuates residents and motorists as directed; relays condition observations as required to Emergency Management to aid in

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- qualifying alerts and warnings; participates in Disaster Preparedness drills as directed.
11. Evacuates residents and motorists as directed in the event of a Browns Ferry Nuclear Power Plant emergency; maintains traffic and pedestrian security within any evacuation boundary; directs evacuees to emergency assistance centers via pre-selected routes; participates in BFNPP Disaster Preparedness Drills as directed.
 12. Makes periodic inspections of all river accesses, boat ramp facilities, and public fishing areas along the Tennessee River, the Elk River and the Wheeler National Wildlife Refuge; report any unusual events, violations or persons in distress to the Forestry Service, Department of Conservation, Marine Police or Rescue Squad as required.
 13. Performs periodic inspections of Pryor Field Airport and the multiple crop duster air strips in the County; notes any unusual events or air traffic patterns, vehicle traffic, truck traffic, etc., that would be consistent with the techniques employed for the importation of narcotics; provides written intelligence reports to the Drug Task Force as required.
 14. Remains on watch for property, business and dwelling fires; upon discovery, notify the appropriate responding agencies and evacuates all persons from the structure or area; provides any assistance necessary to the responding agencies.
 15. Remains on watch for prison escapees from the state prison; identifies state inmates in the vicinity of work details and chain gang details by issued clothing apparel; responds immediately to any call for assistance or alert issued by prison personnel regarding any emergency associated with the prison; assists the Department of Corrections as directed.
 16. Contacts isolated senior citizens and senior citizen victims periodically; Identifies individuals for the Adopt-A-Senior program and participate in the TRIAD program when possible; coordinates any special needs or victimization with the appropriate agency notifies the on-duty supervisor and TRIAD Program Director when practical.
 17. Operates the department designated breath testing device when certified for obtaining scientific evidence in suspected DUI related cases; performs tests for other agencies as directed; maintains Department of Public Health, Department of Public Safety and court related documents and evidence information as required.
 18. Responds to reports of chemical accidents and exposure to hazardous materials; identifies the material by shipping papers, placard, four-digit ID number or crate description; uses Haz-Mat Guide to initiate appropriate response; evacuates and secures as necessary; contacts Communications and supervisor; coordinates fire and rescue response as required.

C. Security

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1. Performs Court Security Officer requirements as directed; maintains security for Juvenile, Small Claims, District, Circuit and Probate Courts as well as special hearings and other court proceedings; provides additional security as directed during high profile trials and proceedings calculated to result in enhanced public alarm and reaction.
2. Provides security at County jail when inmates are brought out of the secure environment for visitation, jail canteen, transfer to medical facility, extradition transfer, religious services, lawyer interview, bail applications, educational classes, etc.; assists with jail security during relief for on-duty Corrections Officer or during absence due to leave; assists during jail shake-downs and contraband searches as required; assists in restoring order during disturbances or riots involving inmates.
3. Provides security for inmates transferred from the jail to another facility including instate transfer to state prisons as well as out of state transfers.
4. Provides security for all public events within the County's jurisdiction including such events as ballgames, County fairs, elections, dignitary visits, etc.; assists with security logistics with other security specialist details such as Secret Service, Department of Public Safety, U.S. Customs, etc., as required.
5. Provides security as directed at major crime scenes, fatality wreck scenes, designated protected areas, hazardous materials and chemical spills, etc.; assists other law enforcement agencies as requested with scene security and crowd control; verifies identity of necessary personnel entering crime scene for investigation purposes as directed; provides security to prevent looting and vandalism in places of natural disaster such as tornado ravaged residential areas; assists EMA and FEMA officials as directed, as well as other support agencies such as the Red Cross and Salvation Army.
6. Provides security at public gatherings and high profile displays of support or reaction to volatile issues; assists in quelling public disturbances; coordinates efforts with other support agencies as directed.
7. Provides security as directed by the appropriate jurisdictional court for supervised child visitations and custody disputes; provides security as directed to accommodate property and possessions transfer during relationship estrangements or domestic violence related cases; provides security and transportation to victims of domestic violence to the appropriate temporary shelter or facility; maintains anonymity of destination shelter and ensure against further violence by perpetrator as situation permits.
8. Provides security during the execution of search warrants for the place or persons searched as directed; assists the Drug Task Force in property or person searches as the situation requires; secures evidence from destruction or contamination as directed until properly recorded and seized by designated evidence technician.
9. Provides security for intervention cases such as Department of Mental Health, Department of Human Resources, Board of Pardon and Parole,

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Crime Victims Compensation Commission, Juvenile Probation, Court Referral Officer, Court Substance Abuse Officer, etc., as directed; takes necessary action to prevent interference with or obstruction to the duties of the agency representative requesting your assistance.

10. Provides security as directed for sequestered juries including transportation, lodging, meals, visitation, exposure to media, etc., guarding against any event that might jeopardize the applicable trial or its result; immediately report to Supervisor any breach of security or unusual event; makes written report to the Sheriff through chain of command, the District Attorney, and trial judge.

D. Civil and Criminal Process

1. Serves different types of court issued papers in accordance with established procedures; provides general information to person receiving papers as to their responsibility of response or action.
2. Documents service of court issued papers including date of service, place of service and person receiving process.
3. Presents and executes warrants of arrest for persons identified by appropriate issuing authority; ensures positive identity of arrestee as near as possible; provides all identification information necessary for incarceration to appropriate corrections staff or transfer agency.
4. Places persons arrested by warrant in custody and transports to the County jail; completes formal booking procedure as required; assists in application of bail within department regulations; assists in transfer to other jurisdictional agency as required.
5. Provides appropriate direction pertaining to applicable criminal laws to victims or persons involved when investigating complaints and offenses; advises on options and provides concise information on procedure for obtaining warrants from jurisdictional magistrate or court clerk; communicates with magistrate or court clerk by established departmental procedure, information ascertained during investigation to aid in the issuance of proper warrants.
6. Testifies in court as required.
7. Locates and transfers records for the court; ensures confidentiality of internal business records and criminal histories per departmental procedure.
8. Serves levies and executions, seizes property and possessions as directed; makes necessary arrangements for temporary holding of property pending court disposition; makes required written return to the issuing authority describing seizure and condition of property.
9. Executes evictions upon persons or property as directed; makes arrangements for necessary labor and transportation to accommodate physical removal of persons or property from described premises; makes required written return to the issuing authority describing actions taken and condition of property.

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10. Locates and serves described persons for mental health evaluation as directed by the Probate Court; utilizes necessary tactics to ensure safety of the public, the detainee and the officer; transports as required and makes required written reports to the court, the department file and any mental health treatment facility staff as directed.
11. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. *Knowledge of civil and criminal law and court procedures.
3. *Knowledge of County layout and road system and traffic regulations.
4. *Knowledge and ability to maintain and properly use all weapons.
5. Knowledge of first-aid, CPR, safety procedures, self-defense and emergency procedures.
6. Knowledge of modern law enforcement principles, practices and procedures.
7. Knowledge of basic computer applications and law enforcement databases.
8. Verbal skills to effectively communicate with co-workers, supervisors, the general public and court personnel in person, over the telephone and two-way radio.
9. Writing skills to clearly and neatly complete routine forms, records and reports.
10. Listening skills to take accurate statements.
11. Reading skills to understand operator manuals and state and county law enforcement directives, procedures and instructions.
12. Math skills to perform advanced arithmetic and metric conversions required for breath analyzer operation, testimony and Doppler radar theory and operation.
13. Driving skills to properly and safely operate vehicle under adverse conditions and situations.
14. Ability to handle all types of behaviors and remain level-headed in stressful situations.
15. Ability to analyze situations and make quick, effective and reasonable decisions under stressful conditions.
16. Ability to work independently without close supervision.
17. Ability to safely fire a weapon at a moving target at a distance, distinguish colors, identify persons and objects at a distance, such as suspects, tag numbers, etc., and in low light environments.
18. Ability to lift heavy objects and subdue belligerent individuals.
19. Ability to climb on top of or under structures.
20. Ability to pursue and detain a fleeing suspect.
21. Ability to work outdoors under adverse weather conditions.

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22. Ability to remember names, faces and details of incidents.
23. Ability to operate police radio.

Minimum Qualifications

1. Possession of a valid APOST certification.
2. At least three years' experience as a Deputy.
3. Ability to remain on-call 24/7.
4. Ability to maintain various specialized certifications.
5. Possession of a current and valid Alabama driver's license.
6. Ability to pass background check.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Limestone County JOB DESCRIPTION

Job Title: Corrections Officer - Corporal

Department: Jail

FLSA: Nonexempt

Grade: VIII

Job Description Prepared: September 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

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Relationships

Reports to: Chief Corrections Officer - Captain

Subordinate Staff: Corrections Officers

Other Internal Contacts: None

External Contacts: General Public; Bond Companies; Municipal Police Departments; Court Officers; State and Federal Law Enforcement Officers; Circuit Clerk's Office; District Attorney

Job Summary

Under the supervision of the Chief Corrections Officer, the employee performs jail security and operations management and administrative duties. Employee supervises subordinates, monitors inmates, and maintains order within the jail facility. Employee also inputs inmate data into computer system and maintains inmate records.

Job Domains

A. Supervision

1. Coordinates jail management requirements with supervisor; ensures jail is secure and operating efficiently at all times.
2. Subordinate of Corrections Sergeant, assist in shift operations; in the absence of the sergeant, perform all shift supervisory roles and report to jail administrator and/or lieutenant.
3. Manages subordinate employees and reserves; directs and provides training as required for trustees, new employees, etc.
4. Evaluates the performance of subordinate employees; counsels employees and submits written and verbal status reports to supervisor as required.
5. Reviews paperwork from subordinate employees.
6. Coordinates after-hours court hearings; manages video or telephone hearing set-up.
7. Signs time cards.
8. Performs other duties as assigned.

B. Corrections Administration

1. Completes booking reports, fingerprint cards, and medical screening forms; takes photographs, completes computer data entry, and makes appropriate cell assignment for prisoners.

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2. Inventories personal property, jewelry, monies, etc. for inmates; receipts as required; returns property to individuals upon release and gathers signature for verification of inventory.
3. Maintains logs of all jail visitors and other vital shift reports.
4. Maintains inmate history, disciplinary reports, illness, and various other records concerning inmates.
5. Serves indictments and warrants in accordance with established procedures for in-jail arrests or additional charges or holds.
6. Makes written execution upon service of warrant and returns to issuing authority.
7. Locates and transfers records for the court; ensures confidentiality of internal business records per departmental procedure.
8. Makes frequent inventories of needed supplies; maintains forms and printed materials in sufficient quantity to accommodate continuous use; notifies supervisor deficiencies and needs.
9. Maintains work release sign-in sheet; reports any delinquent or missing participant to supervisor and communications personnel without delay.
10. Maintains roster of trustees; maintains photographs and classification restrictions.

C. Corrections Security and Operations

1. Places arrestees in custody; completes formal booking procedure as required.
2. Assists in the application of bail within departmental guidelines.
3. Assists with transfer to other jurisdictional agency as required.
4. Searches inmates for weapons and contraband, seizing evidence as required.
5. Issues jail clothing, sheets, blanket, and mattress upon entrance of a new inmate.
6. Explains to inmate jail rules, regulations, and restrictions; issues inmate a rule book and gathers signature.
7. Ensures inmate has the opportunity for telephone communication after booking.
8. Witness breathalyzer tests administered to inmates as required.
9. Ensures meals are obtained for inmates and are distributed within established policy and health standards and regulations; maintains strict utensil inventory at beginning and end of meal times.
10. Guards and monitors inmates with an emphasis on well-being and security; maintains constant radio contact with on-duty Communications Officers for alerts from video and electronic voice monitoring equipment in individual cellblocks to prevent suicide or potential endangerment to any inmates.
11. Reports to supervisor any illness of inmates, unusual circumstances, unsafe conditions, or other matters that pertain to inmates or jail.

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12. Maintains the security of the jail facility by checking all locks, doors, and windows; accounts for all keys and personal card-key for electronic locks; makes hourly floor checks of all cellblocks and inmates.
13. Makes security checks of fire escapes and accesses; makes security check of exterior premises including parking lot; notifies supervisor or non-duty patrol officers of any persons on the premises without authorization or that appear to pose a threat to the facility.
14. Provides security during visitation hours, jail canteen, transfer to medical facility, extradition transfer, religious services, lawyer interview, bail applications, etc.
15. Investigates and reports issues between prisoners; isolates or segregates as warranted to protect inmates, jail staff, and general public; makes written report of all incidents involving force.
16. Makes recommendations to supervisor for trustee assignments; supervises work details; reports any issues or deficiencies in writing.
17. Identifies and searches all visitors and trustees entering and leaving the jail.
18. Conducts visitations per established policy; controls and supervises visitors with regard to contraband, dangerous instruments, and weapon introduction within the secure area of the facility; ensures visitors comply with all regulations and that criminal offenders are prohibited from visiting.
19. Conducts frequent cell-block shake-downs and inspections for the purpose of contraband seizure.
20. Conducts roll-call of all prisoners at the start and end of each shift.
21. Delivers all inmate correspondence to and from the courts and officials, maintaining confidentiality of contents.
22. Assists during periodic inspection of the jail facility by representatives of the Grand Jury, Department of Corrections, Department of Public Health, State Fire Marshal, etc.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. *Knowledge of state, county, and federal statutes and laws.
3. Knowledge of principles of management.
4. Knowledge of the criminal justice system and procedures.
5. Knowledge of criminal law, court procedures, and vicarious liability.
6. Knowledge of first aid and CPR.
7. Knowledge of modern, approved practices and procedures of law enforcement.
8. Verbal skills to effectively communicate with co-workers, commission, and the general public.
9. Computer skills to effectively create documents, enter inmate information, and utilize jail management software.

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10. Driving skills to properly and safely operate a vehicle under adverse conditions.
11. Writing skills to clearly and neatly complete correspondence and comprehensive reports.
12. Ability to establish and maintain confidential files and records of clients.
13. Ability to identify resources as needed to develop and oversee effective law enforcement programs.
14. Ability to read and comprehend a variety of legal and procedural documentation, directions, instructions, methods, and procedures.
15. Ability to prioritize work projects.
16. Ability to participate in networked computer system by use of individual security controls, passwords and log-on procedures.
17. Ability to multi-task.
18. Ability to organize files and work projects.
19. Ability to work with little or no supervision.
20. Ability to direct the work of others and ensure departmental projects and duties are completed.
21. Ability to pay attention to detail when completing reports.
22. Ability to maintain and properly use all weaponry.
24. Ability to subdue belligerent and hostile individuals.

Minimum Qualifications

1. Possession of a high school diploma or GED.
2. Completion of jail management certification.
3. At least one year experience as a corrections officer or in law enforcement.
4. Ability to gain and maintain NCIC Operator certification.
5. Ability to work overtime, holidays, weekends, and during emergencies.
6. Possession of a current and valid Alabama driver's license.
7. Ability to travel within or outside of the state to transport prisoners and attend training seminars.
8. Ability to pass background check.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Steve Turner, aye; Jason Black, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Ben Harrison and seconded by Steve Turner to approve the following subdivision:

Name	S/D Type	Approval Type	Lots	District	Location
Elmore Subdivision replat lots 12, 13 & 14	Minor	Preliminary & Final	4	4	On Harris Loop, approx. ¼ mile east of Harris Rd

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Ben Harrison, aye; Steve Turner, aye; Stanley Hill, aye; and Jason Black, aye. Motion carries unanimously.

MOTION was made by Stanley Hill and seconded by Steve Turner to approve the following speed limits in District 1:

- Bill Walker Road – 25 mph
- Rochelle Road – 30 mph

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Stanley Hill, aye; Steve Turner, aye; Jason Black, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Jason Black and seconded by Steve Turner to approve the FY 2017 – 2018 Budget, in the amount of \$37,098,244.00.

(Will insert in minute book.)

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Steve Turner, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

Commissioner Hill reported they will be chip sealing Overmyer Lane and Sand Springs Road tomorrow.

Commissioner Turner said Charlie Watts Contracting should be chip sealing this week in District 2.

Commissioner Black said they completed round one of bush hogging in District 3 and will start on the main roads. They will begin spraying the brush around bridges. Chip sealing will begin in the next week or two.

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Commissioner Harrison gave an update on Parker Road and Baker Hill Road.

Chairman Yarbrough thanked all the department heads who did a great job on the budget and County Accountant Emily Ezzell for the countless hours of work.

Recessed at 10:12 a.m. until 10:00 a.m. on Wednesday, September 27, 2017, at the Washington Street Courthouse Annex, 310 West Washington Street, Athens, AL.