Shelby County Law Enforcement Personnel Board

Rules and Regulations

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ARTICLE II. DEFINITIONS AND TERMS

Section 2.01 Common Words and Phrases

For the purpose of this manual, words, terms and phrases not specifically defined shall be interpreted according to common usage.

Section 2.02 Computation of Time Limits

For the purpose of this manual, time limits relating to notices, appeal dates and hearings, specified as "days", shall be interpreted to mean consecutive calendar days, provided that if the last day be of any such period ends on a Saturday, Sunday, or designated Holiday, the period shall be automatically extended to include the following regular business day.

Section 2.03 Typographical and Grammatical Errors

Typographical and/or grammatical errors shall not alter the interpretation of the manual when the intended meaning is apparent.

Section 2.04 Definitions

The following definitions and terms shall apply in this manual:

- ACT – The Civil Service Act commonly known as the Shelby County Civil Service Law for Law Enforcement Officers, or Alabama Act #79-524, as amended.
- APPOINTING AUTHORITY – Person, officer, board, council, commission, or other body which possess final power to appoint persons to services, jobs, offices, or positions, subject to this Act. For the Sheriff's Office, the Appointing Authority is the Sheriff.
- BOARD or the LEPB – The Law Enforcement Personnel Board created by Act # 79-524 of the Alabama legislature.
- CALENDAR QUARTER – For the purpose of these Rules, calendar quarters will encompass the following periods:
    - 1st Calendar Quarter – January 1 through March 31.
    - 2nd Calendar Quarter – April 1 through June 30.
    - 3rd Calendar Quarter – July 1 through September 30.
    - 4th Calendar Quarter – October 1 through December 31.
- CANDIDATE – A person whose name has been certified to an appointing authority for the purpose of filling a position in the classified service.
- CERTIFICATION – A submission of names of eligible from an eligible register to an appointing authority for the purpose of filling positions in the classified service.
- CLASS or CLASS OF POSITIONS – A group of positions in the classified service sufficiently similar in respect to the duties, responsibilities, and authority that the same descriptive title may be used to identify all positions allocated to the class, that the same requirements as to education, experience, capacity, knowledge, proficiency, ability, and other qualifications shall be required of the incumbents, that the same tests of fitness shall be used to choose qualified employees and the same schedule of compensation shall be made to apply with equity.
- CLASSIFICATION – The assigning of a position to the appropriate class in accordance with its duties, responsibilities, and authority.
- COUNTY COMMISSION – The Shelby County Commission.
- DAY – Unless otherwise defined in the Rules, a "day" and hours worked within that day, shall be defined by the appointing authority.
- ELIGIBLE – A person whose name is on a layoff, promotion, or open-eligible register.

- EMPLOYEE or APPOINTEE – A person in the classified service, appointed by an appointing authority, unless specifically excluded by the Rules and/or applicable law.
- EXECUTIVE EXEMPT – As defined by FSLA.
- The Family Medical Leave Act.
- FLSA – The Fair Labor Standards Act.
- LAYOFF REGISTER – A list containing the names of persons who have been separated from the classified service due to layoff action, and who are entitled to preference in classified appointment to vacancies in positions.
- LOCAL GOVERNING BODY – The Shelby County Commission or in the case of a Municipality, the City Council.
- MUNICIPALITY or CITY – A town or city duly incorporated within Shelby County, and not accepted, excluded, or excused from the operation of this Act, and which has elected to be subject to the Act.
- OPEN ELIGIBLE REGISTER – A record containing the names of those persons, who have successfully completed prescribed preliminary tests, listed and ranked in order of their final score from the highest to the lowest and are considered qualified for original classified appointment to entry level positions in the class for which the test was held.
- PERMANENT POSITION – Any position in the Classified Service requiring the full-time or part-time employment of one person in the performance and exercise thereof, on an ongoing basis.
- PROBATIONARY EMPLOYEE – An employee appointed to a permanent position from a layoff register, promotion register, or open eligible register, who has not completed his or her probationary period.
- PROMOTION – An advancement from one class to a higher occupational class with increased duties and/or responsibilities.
- PROMOTIONAL REGISTER – A record containing the names of those employees who have successfully completed prescribed preliminary tests, listed and ranked in order of their final score from the highest to the lowest and are considered qualified for promotion to a higher classification.
- PUBLIC HEARINGS – A meeting of the Board, open to the public, whereas any citizen, taxpayer, or party at interest may appear and be heard subject to such rules and regulations as may be fixed by the Board.
- PUBLIC NOTICE – A written notice placed upon the bulletin board maintained at or near the entrance to the offices of the Board in a place accessible to the public during business hours and placed upon a bulletin Board maintained in the Sheriff's Office.
- PUBLIC RECORDS – A record which the public shall have the right to inspect in a reasonable manner during ordinary business hours.
- QUALIFICATIONS – The minimum requirements determining the eligibility of an applicant for examination.
- REGULAR EMPLOYEE – An employee who was appointed under the provisions of the Act to a permanent position and who has completed his or her probationary period.
- RULES or THE RULES – The Rules and Regulations of the Board.
- SEASONAL POSITION – Any position in the Classified Service which requires or is likely to require the services of an incumbent during certain parts of each year, only at recurring annual or other periods.
- SHERIFF'S OFFICE – The Shelby County Sheriff's Office.
- SPECIFICATIONS – A formal statement descriptive of a position, and containing the title and class, the description of the duties and/responsibilities thereof, and the minimum qualifications required of applicants.

- TEMPORARY POSITION – Any position in the Classified Service, which is not permanent, but which requires or is likely to require the service of an incumbent for a period of four months or less.
- TESTS – Written and/or oral examinations and/or other methods established by the Board to determine the merit, efficiency, and general fitness of applicants for positions.
- USERRA – The Uniform Services Employment and Reemployment Rights Act.
- WRITTEN TESTS – Pen and paper tests used to establish preliminary scores for eligibility registers. For the purpose of these Rules, "Written Test" may include computer-based testing, when such testing is approved by the Board, and is of a similar format as a conventional written test.

ARTICLE III. GENERAL PROVISIONS

Section 3.01 Purpose

The purpose of the Rules is to carry out the provisions of Act # 79-524 as amended, and to provide for the orderly administration of a civil service system for law enforcement employees of Shelby County, including but not limited to:

- For the preparation and maintenance of a position classification plan for all positions in the classified service.
- For the implementation of a pay plan for all employees in the classified service.
- For the administration of open and promotional exams to determine the relative fitness of individuals, meeting basic requirements, to perform the duties of positions in the classified service.
- For the establishment of eligible registers for classified appointment and promotion, containing names of qualified individuals relative to their ranking scores on respective tests.
- For the maintenance of a layoff register containing the names of former employees who have been separated from the classified service as a result of a layoff action, and who are eligible for re-employment.
- For the certification of candidates from the appropriate eligible register to the appointing authority, in order to fill vacant positions in the classified service.
- For rejection of applicants or candidates who are found to be lacking in qualifications, or who have attempted any deception or fraud with respect to their application or tests, or for any other reasons deemed appropriate.
- For the administration of a probationary period of twelve months before regular employee status is conferred upon an appointee or employee.
- For providing regulation for the provisional, emergency, temporary, season and part-time employment of individuals as authorized by these rules.
- For establishing procedures for the implementation of disciplinary measure of dismissal, demotion, suspension, and for establishing procedures for the appeal of disciplinary action.
- For establishing procedures governing layoffs and reinstatements of employees.
- For establishing rules concerning normal hours of work, holidays, vacation leave, sick leave, and other special leaves.
- For the examination and certification of the rate of pay to assure adherence to the rules and regulations.
- For establishing rules concerning exemptions from coverage of the rules and regulations.
- For other rules, directives, or regulations not inconsistent with Act # 79-524 as amended.

Section 3.02 Organization

Employees of the Shelby County Sheriff's Office, and law enforcement employee of any other municipalities that become subject to the provisions of the Act, shall be in the classified service and subject to the Rules of the Board in accordance with the Act, except that the following positions shall be exempted from coverage by the Rules:

- Elective Officers
- Members of any county or municipal board, commission or committee
- Any judge of any court
- Any employee of the United States Government
- Any employee of the State of Alabama
- Common laborers

- Unclassified Appointments

Section 3.03 Composition of the Law Enforcement Personnel Board

The Board shall consist of five members appointed by members representing Shelby County, as herein provided. Appointments to the Board shall be made as follows:

- The Shelby County Commission shall name one member.
- The Shelby County Legislative Delegation shall name two members.
- The Sheriff of Shelby County shall name one member.
- The employees of the Shelby County Sheriff's Office shall name one member. The Sheriff shall be responsible for certifying that this member was chosen by a majority vote of the employees.

Appointees shall serve terms of four years. All appointees shall be residents of Shelby County and qualified electors.

Vacancies on the Board shall be filled in the same manner as original appointments.

The members of the Board shall annually elect a Chairman and Secretary from among their number.

In the event any Board member becomes a candidate for, or is elected or appointed to another public office, he shall immediately vacate his position as a member of the Board.

Section 3.04 Duties of the Law Enforcement Personnel Board

In addition to duties set forth elsewhere in the law and these Rules, the Board shall:

- Meet in regular session on a monthly basis and at other times as necessary to transact the business of the Board.
- Prepare and adopt such policies, rules and regulations as are necessary to carry out the duties of the Board, the provisions of the Act and other applicable law, and other rules deemed necessary to administer a sound civil service program.
- Issue subpoenas, hold hearings and render decisions related to disciplinary and related matters as set forth in the Act and the Rules.
- Transact other business within the purview of the Board and the intent of the Act.
- Provide for periodic evaluation of employee performance.
- Provide for the maintenance of the classification plan.
- Maintain a roster of all positions in the classified service and the persons filling those positions.
- Maintain layoff, open, and promotional registers of applicants meeting the minimum qualifications to fill vacant positions in the classified service, and to certify candidates from such registers as required by the appointing authority.
- Ensure the accuracy of payrolls in compliance with the Act and the Rules.

Section 3.05 Expenses of the Law Enforcement Personnel Board

All expenses incurred in the implementation and administration of the Act, the Board, and the Rules, shall be paid in accordance with the Act, as amended.

Section 3.06 Services for the Law Enforcement Personnel Board

The county governing body shall provide the Board suitable office space, equipment, furnishings, supplies, utilities, and other services necessary for the Board's operation.

The Board shall have the power to appoint such assistants and legal counsel as may be necessary to perform its functions.

(a) Board Meetings

The Board shall hold such regular and special meetings called by the Chairman as may be required to properly transact its business.

A majority of members present shall constitute a quorum.

For regular and special meetings of the Board, each member shall receive compensation as provided in the Act, plus such mileage as is provided by law and the County Commission.

Section. 3.07 Present and Future Employees

Classified employees are subject to the Rules upon adoption by the Board as specified in the Act.

Matters concerning incidents which occurred prior to the adoption of these Rules shall be resolved according to the Rules and Regulations in effect at the time of the incident.

Future employees shall be appointed in accordance with the Rules and Regulations and shall serve a probationary period of twelve (12) months from the date of classified appointment. Upon satisfactory completion of the probationary period, and employee shall attain regular status.

In the event that a municipality becomes subject to the Act by resolution adopted by its local government body, the Board may extend regular status to the employees of the municipality, taking into consideration the length of service and related conditions of employment.

Section 3.08 Records

The Board shall keep minutes of its meetings and records of all business transacted by it. All Board records, except those required by Board rules to be held confidential for reasons of public policy shall be open for inspection by any resident during regular office hours. Records shall be retained as required by law and as necessary for the normal operation of the Board. Records that are no longer required to be retained, and which are not necessary for the normal operation of the Board, shall be destroyed in the compliance with the "Functional Analysis Disposition Authority".

Section 3.09 Amendments to the Rules

The Board, by public hearing, may from time to time amend the Rules. No amendments to the Rules shall be made, nor shall any rule be repealed, nor any new rule be promulgated at the same meeting at which it is proposed. Final action to amend the Rules shall not take place less than seven (7) days after notice is given, and after a public hearing. Adequate notice of public hearings shall be sent to the appointing authorities and employees. Notice of proposed rule changes and rule adoption shall be certified to the county clerk and with the city clerk of any municipality electing to come under the Act.

ARTICLE IV. PURPOSE, AUTHORIZATION AND FORMAT OF RULES

Section 4.01 Purpose of Rules and Regulations

The purpose of the Rules is to provide for the orderly and efficient operation of the Board.

Section 4.02 Authorization of Rules and Regulations

These Rules, upon adoption by the Board as specified in Act # 79-524, as amended, shall be the official Rules and Regulations, and shall apply to all matters of the Board and members of the classified service.

Section 4.03 Formatting of Rules and Regulations

- The Rules are formatted into Articles, Sections, and Sub-sections for convenience and clarity in an effort to organize the Rules in a logical, easy to understand manner. The headings used are not intended to expand or limit the text of the Rules but are designed to assist the user in locating and referencing particular articles, sections and sub-sections, and text passages.
- Unless specifically exempted, text passages that use one gender are to be interpreted as to include the other gender as well.
- "Shall" is mandatory, unless the text clearly indicates otherwise.
- "May" is permissive, unless the text clearly indicates otherwise.

ARTICLE V. THE CLASSIFICATION PLAN

Section 5.01 Purpose

The classification plan provides a complete inventory of all positions in the classified service, and an accurate description of and specifications for each class of work. The plan standardizes titles, each of which is indicative of a definite range of duties and responsibilities. The Board shall prepare or direct the preparation of the classification plan, and shall deliver a copy of the proposed plan to each appointing authority. Each appointing authority shall have the opportunity to appeal position allocations and other elements of the plan prior to adoption by the Board.

Section 5.02 Preparation and Adoption

(a) The classification plan shall consist of:

- A grouping in classes of positions which are approximately equal in difficulty and responsibility which call for the same general qualifications and which can be equitably compensated within the same range of pay under similar working conditions.
- Class titles, description of the work of the class, which identify the class, shall be used in all personnel, payroll, and related records. No person shall be appointed to or employed in a position in the classified service under a title not included in the classification plan, except as provided elsewhere in the Rules. Working titles used in the course of departmental routine to indicate authority, status in the organization, or administrative rank may be used for those purposes.
- Written specifications for each class of positions consisting of:
    1. A title which is descriptive and consistent with other titles in the plan
    2. A brief overall description of the kind and level of work
    3. Examples of typical duties performed in positions in the class
    4. Qualification requirements setting forth the necessary experience, education, license and/or other special requirements, and the required knowledge, skills and abilities needed in order to perform the work.

    Specifications are to be interpreted in their entirety and in relation to others in the classification plan. Particular phrases or examples are not to be isolated and treated as a full definition of the class. Specifications are descriptive of the kind of work performed and not necessarily inclusive of all duties performed.

- An allocation list showing the class title of each position in the classified service, identifying by name, the incumbent in each position.

(b) The classification plan is to be used:

- As a guide in recruiting and examining candidates for employment.
- In determining lines of promotion and in developing employee training programs.
- In determining, in conjunction with wage surveys and job analysis, salaries to be paid for various types of work.
- In preparing and submitting departmental payrolls, leave reports and related personnel transactions.
- In providing uniform job terminology understandable by all officials, employees, and the general public.

Section 5.03 Maintenance

The Board shall be charged with the responsibility for maintaining the classification plan so that it will reflect the duties performed by each employee in the classified service and the class to which each position is allocated. It shall be the duty of the Board to:

- Establish new position classes and delete or revise existing classes.
- Review the duties and responsibilities of each new position established and allocated the position to the appropriate position class. It shall be the responsibility of the appointing authority to submit to the Board, a comprehensive job description for each new position established.
- Make periodic studies of positions in order to determine the changes in duties and responsibilities and make reallocation or reclassification of positions as necessary. Classification studies may be made at the request of the appointing authority or on the initiative of the Board. Changes in duty assignments must be more than of a temporary nature and the incumbent must be performing the duties for a sufficient duration to warrant a study or review.
- Direct the periodic grading and classifying of all positions in the classification service.
- Make provisions for appointing authorities, department heads, and employees affected by the allocation or reallocation of positions to be given reasonable opportunity to be heard by the Board.

When a position is reallocated to a higher position class, a lower position class, or another position class at the same level, the method of filling the position shall be determined in accordance with the Rules regarding transfers, demotions, or promotions as may be appropriate.

ARTICLE VI. THE PAY PLAN

Section 6.01 Salary and Benefit Schedule for the Shelby County Sheriff's Office[1]

The Board shall provide for a compensation study, designed to assist the Board in establishing fair and competitive salary ranges for each classification.

All persons beginning employment in the classified service shall receive a salary corresponding to pay step #1 in the classification to which they are appointed. Persons beginning employment in any classification may, upon approval by the appointing authority, receive an advancement of one pay step for every two full years of relevant, similar experience. However, no person shall begin in a pay step higher than pay step #4 unless a request from the appointing authority provides extraordinary, unique, or special circumstances to justify a higher pay step, is determined by the Board to justify a higher starting pay step than pay step #4.

One pay step advancement shall be awarded each year until the maximum pay step is achieved, upon the following conditions:

- At least 30 days before any pay step advancement is due to be awarded, a written evaluation shall be submitted to the appointing authority by the employee's supervisor(s).
- The appointing authority shall determine, based on the evaluation, whether the pay advancement should be granted, and shall notify the Board of their determination.

Employees who are promoted from one classification to a higher classification shall begin in their new classification at a pay level one full pay step higher in the new classification pay plan than the pay step that employee would have been eligible for on October 1 following the promotion, including any annual advancements as outlined above.

Section 6.02 Amending of Salary and Benefit Schedules

Salary and Benefit Schedules shall remain as stated herein unless amended by the Board. Prior to July 1 of each year, the Board shall allow all interested parties to have a reasonable opportunity to be heard regarding proposed changes in schedules. Any changes approved by the Board shall become effective October 1, or at the beginning of the first pay period of the fiscal year as defined by the county commission or municipal governing authority, of the year in which the changes are adopted.

Section 6.03 Educational Incentives[2]

Those classified employees who have completed coursework at an institution regionally accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA), and who were employed prior to October 1, 2022, will be eligible to receive the following educational incentives:

- Classified employees who have earned an Associate's Degree or Junior Class status shall receive, in addition to their base salary, a one thousand dollar ($1,000.00) yearly Educational incentive.
- Classified employees who have an undergraduate degree shall receive, in addition to their base salary, a two thousand dollar ($2,000.00) yearly Educational incentive.
- Classified employees who have earned a Master's Degree shall receive, in addition to their base salary, a three thousand dollar ($3,000.00) yearly Educational incentive. This

[1] Amended on February 16, 2021.

[2] Amended on September 28, 2022 & February 6, 2024.

advanced degree must be in a field related to the job functions of the Sheriff's Office (Criminal Justice, Education, MBA, Law, and Public Administration). If it meets the selection criteria established by the Board. If an employee is interested in pursuing an advanced degree that is not one of the above-mentioned disciplines, it should be submitted to the approval of the Board on an individual basis. Transcripts must reflect graduation before the classified employee is granted this incentive.

- Classified employees who apply for this educational incentive will be eligible for this incentive if they have (1) completed the requirements prior to being employed by the Shelby County Sheriff's Office, or (2) are currently enrolled in an approved institution seeking a qualified degree.
- No classified employee will be eligible for reimbursement of expenses associated with obtaining any degree that would make them eligible for this incentive.

Classified employees hired on or after October 1, 2022, who have completed coursework at an institution that meets the above stated criteria, will be eligible to receive, in addition to their base salary, a three thousand dollar ($3,000.00) yearly educational incentive. This advanced degree must be in a field related to the job functions of the Sheriff's Office (Criminal Justice, Education, MBA, Law, and Public Administration). If an employee is interested in pursuing an advanced degree that is not one of the above-mentioned disciplines, it should be submitted to the Board prior to enrollment to determine if it meets the selection criteria established by the Board.

All educational incentives, once verified by the granting institution, are subject to approval by the Board on an individual basis. Transcripts must reflect graduation before the employee is granted this incentive.

All decisions regarding educational incentives made by the Board are not eligible for appeal.

All educational incentives are to be paid at the end of the first pay period in January.

Section 6.04 Longevity Pay[3]

In addition to all other benefits provided herein, each eligible classified employee shall receive longevity pay according to the following schedule and eligibility requirements:

As of September 30, service of:

- From 5 years to 9 years ——-------- $500.00
- From 10 years to 14 years ——--- $600.00
- From 15 years to 19 years ——--- $700.00
- From 20 years to 24 years ——--- $800.00
- 25 years or more ——---------- $900.00

To be eligible for the longevity pay for the current year, an employee must have at least five years of service on or before September 30 of the current year, and must have been employed as a full time employee for one full calendar year immediately preceding and including September 30 of the current year. Payment is to be made as outlined in the above schedule. Any person whose employment status ends prior to September 30 shall not be eligible for the longevity pay for that year. Any person who is an employee on September 30, and has met the other requirements outlined in the section, is deemed to have earned the longevity pay, and shall be

[3] Amended on April 18, 2020.

paid the appropriate amount regardless of any employment status change that occurs after September 30.

Section 6.05 Fitness Incentive/Pay

The appointing authority shall determine the physical fitness program testing for each job classification. The fitness testing shall be administered semi-annually and the results of these tests shall be forwarded to the Board. The purpose of forwarding the test to the Board is to approve pay incentives associated with the tests.

Any employee that attempts each section of the fitness program testing shall be granted one day off, with pay. An attempt is defined as the employee making an effort at each section, regardless if the employee successfully completes each section.

Any employee that successfully completes all sections of the fitness program testing shall receive a two (2) percent pay incentive for the period in which that test is valid. An employee who fails to successfully complete the test at any subsequent time will no longer receive the two (2) percent pay incentive.

Employees may appeal to the Board for circumstances in which they received an on-the-job injury that prevented them from taking the test at any prescribed time. The appeal must have supporting documentation to confirm the injury was job-related and shall be submitted within ten (10) calendar days of the final opportunity to test.

ARTICLE VII. RECRUITMENT AND CLASSIFIED APPOINTMENT

Section 7.01 Announcements

The Board shall prepare or supervise the preparation of announcements to publicize vacancies and to provide candidates for the public service. Announcements shall specify the position title and description, base salary range, and other pertinent information relating to the position. Announcements shall set forth the time, place, and requirements of application.

Individuals shall be recruited from a geographic area as wide as is necessary to assure obtaining well-qualified candidates for the various types of positions.

Section 7.02 Entry Level Applications[4]

All entry level applications for employment and examinations shall be made on forms prescribed by the Board. The Board shall make application forms available to potential applicants at its business office in Columbiana, AL, at the Sheriff's Office, and other means as deemed appropriate by the Board.

Completed applications must be submitted to the Board electronically, by mail, or in person to the business office of the Board in Columbiana, AL, prior to the stated deadline for applications to be received by the Board.

Persons who meet the minimum requirements set forth in the public announcements are eligible to apply for examination upon filing the prescribed forms as required. No person who has applied and has been examined for a particular classification may be examined again for the same classification until ninety (90) days have passed since the results of the prior examination have been certified by the Board.

Application forms shall be maintained by the Board in accordance with the records retention policy, or as required by law, then destroyed.

Section 7.03 Background Investigations

Background investigations are considered part of the testing process and may not be completed prior to an offer of employment. Background Investigations may extend past the date of probationary classified appointment, but shall be completed prior to the end of the probationary period.

The information gathered shall be handled as privileged information available to appointing authorities and others when appropriate, in considering applicants. Files maintained by the Board containing background check information should be kept secured and separate from files containing non-confidential information.

As part of the background investigation process, former employers, police, FBI, and other public files, plus references provided by candidates, associates, neighbors, acquaintances and others may be checked as a precaution against obtaining undesirable employees.

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[4] Amended October 15, 2019.

Applicants may be required to submit to polygraph, psychological, personality, personal history interview, or other similar tests as part of the process.

Applicants may be required to undergo credit or other financial checks as part for the process.

The Board shall forward all pertinent information revealed during its background investigations to the appointing authority.

Unless otherwise specified, the Board delegates the process of background investigations to the appointing authority. The appointing authority shall notify the Board when any fact revealed during the background check of an applicant renders the applicant disqualified for service.

Section 7.04 Disqualifications

The Board may remove from further consideration at any time the application of an applicant who:

- does not possess the minimum qualifications;
- has established an unsatisfactory employment or personnel record as evidenced by reference check of such a nature as to demonstrate unsuitability for employment;
- has made a false statement of any material fact or practiced deception or fraud in his application, examination, or medical history;
- is addicted to or is a habitual user of drugs or intoxicants, rendering the individual unable to perform the duties of the position;
- is a user of illegal drugs;
- has been convicted of crimes other than minor traffic violations;
- has an unsatisfactory driving record as evidenced by a pattern, frequency, and/or severity of traffic violations or accidents;
- has refused or failed to report for interview, request for information, additional testing, or other similar process after certification to an appointing authority;
- has failed to report for duty at the time and place designated after appointment;
- has failed to respond to any official notice or phone call from the Board or appointing authority;
- has failed to notify the Board or postal authorities of a change in address;
- has been found to be unsuitable for employment, by the Board, for any good and articulable cause not inconsistent with the intent of the Act.

If during during the pre-employment or probationary process, the appointing authority discovers that an applicant should be disqualified for any of the reasons mentioned above, or for any other reason that would make the applicant unsuitable for employment, the appointing authority shall notify the Board in writing, and the application shall be removed from further consideration. The appointing authority shall notify the applicant in writing.

Section 7.05 Examinations[5]

(a) Types of Examinations.

Except as otherwise provided in the Rules, all appointments in the classified service, either at entrance level or promotional, shall be based on merit, efficiency, and fitness, to be determined as far as practical by competitive examination. Examinations shall be thorough and practical and shall relate to those matters which fairly reflect the relative capacity and fitness of those examined to perform the duties of the classification. All examinations shall be designed and

[5] Amended on December 5, 2023.

administered in a manner consistent with applicable State and Federal laws. Examinations shall be one of the following types:

- OPEN COMPETITIVE. Examinations in which competition is open to all applicants meeting the announced requirements for admission to the examination. Unless otherwise specified by the Board, written exams for entry level positions shall be given at least once every calendar quarter.
- PROMOTIONAL. Examinations in which competition is limited to present employees. Except as provided elsewhere in the Rules, such examinations shall customarily be restricted to employees serving in a lower, related classification with regular status, and possessing the following levels of experience and education:
    - For promotional examinations for the classification of Sergeant Deputy Sheriff, employees must hold an Associate Degree or junior class status from an accredited college or university. Prior to testing, the employee must also have four (4) years' experience as a full time, certified sworn law enforcement officer, three (3) of which are with the Shelby County Sheriff's Office.
    - For promotional examinations for the classification of Lieutenant Deputy Sheriff, employees must hold a Bachelor Degree from an accredited college or university. Prior to testing, the employee must be a Sergeant Deputy Sheriff for a period of two (2) years, have six (6) years' experience as a full time, certified sworn law enforcement officer, four (4) of which are with the Shelby County Sheriff's Office.
    - For promotional examinations for the classification of Captain Deputy Sheriff, employees must hold a Bachelor Degree from an accredited college or university. Prior to testing, the employee must be a Lieutenant Deputy Sheriff for a period of two (2) years, have eight (8) years' experience as a full time, certified sworn law enforcement officer, seven (7) of which are with the Shelby County Sheriff's Office.
    - For promotional examinations for the classification of Jail Deputy Sergeant, the employee must have four (4) years experience as a full time, certified sworn law enforcement officer or Jail Deputy, three (3) of which are with the Shelby County Sheriff's Office.
    - For promotional examinations for the classification of Jail Deputy Lieutenant, employees must hold a Bachelor Degree from an accredited college or university. Prior to testing, the employee must also be a Jail Deputy Sergeant or Sergeant Deputy Sheriff for two (2) years, have six (6) years' experience as a full time, certified sworn law enforcement officer or Jail Deputy, four (4) of which are with the Shelby County Sheriff's Office.
    - Promotional examinations and or transfers within the job classifications not listed under 7.05(a) require no prior experience in their current job classification or time in service.

Additional training, education, and/or experience may be required as determined by the Board in the best interest of the service.

Written tests used as promotional examinations for Sergeant Deputy, Lieutenant Deputy, Captain Deputy, Jail Deputy Sergeant, and Jail Deputy Lieutenant, are given at least biannually provided that the Board may order testing more frequently in order to maintain a sufficient roster of eligible candidates for other job classifications.

An employee who signs up for a promotional examination, and is unable to take the test because of an unforeseen emergency over which he/she had not control, may, upon recommendation by the appointing authority and approval by the Board, be allowed to take the same or a similar test, at a later date. If such employee scores a seventy (70) or above, his/her name shall be added to the promotional register in the appropriate band. In order to apply for this right, the employee must notify the appointing authority and the Board, in writing, within one (1) day of the original test date, or, if the emergency renders the employee unable to file such notice, one (1) day after the employee is first able to file the notice. This notice must contain:

- The details of the reason(s) the employee could not attend the scheduled test.
- The expected ending date of the emergency, if ongoing.

(b) Content of Examinations.[6]

Examinations may consist of any, all, or part of the following examinations, sections, parts, and/or tests. However, no questions in any examination, form, or application or any other proceedings shall be framed to elicit the political or religious beliefs or applicants; or shall in any way discriminate for or against an applicant because of his or her sex, nationality, race, color, ethnic origin, disability or any other factor that would constitute a violation of applicable law.

- WRITTEN TESTS. Unless otherwise specified, a written test will be used to establish an initial roster of applicants. Written tests shall be designed to show familiarity of applicants with the knowledge, skills, and abilities necessary in the class of positions to which they seek appointment, the range of their general knowledge, or their general educational attainments, mental alertness, aptitudes, and skills. The Board may prepare and administer written tests, or it may contract the preparation and administration of the tests to an independent person or company, as the Board chooses. Written test will be scored on a one hundred (100) point scale. Except by special action of the Board, applicants who score below seventy (70) on the written test will not be certified. Based on their tests scores, applicants will be grouped in bands according to the following schedule:
    1. Written test score of 90-100 ---------- Band "A"
    2. Written test score of 80-89.99 ---------- Band "B"
    3. Written test score of 70-79.99 ---------- Band "C"

    Individuals who are active or former certified law enforcement officers may qualify to apply for the position of Deputy Sheriff without having to take an initial test. To qualify, the applicant must meet one of the following criteria:
    1. Hold a current APOSTC law enforcement certification
    2. Meet the standards set forth by APOSTC to obtain a "Waiver of LAteral Entry Equivalency Training," (APOSTC Rule 650-X-4.06)
    3. Meet the standards set forth by APOSTC to qualify to attend the APOSTC Refresher/Lateral Entry Course. (APOSTC Rule 650-C-44.06(9))

- PERFORMANCED TESTS. This part when required shall include such tests of performance as would determine the ability and manual skills of competitors to perform the work involved. Unless otherwise provided, the Board delegates the administration of such testing to the appointing authority, but requires that all such testing comply with accepted practices and applicable laws. Performance tests results which indicate that that applicant is unable to perform the work involved will result in the disqualification of the applicant, as outlined elsewhere in the Rules. Reasonable accommodations will be made

[6] Amended on February 6, 2024.

for applicants with disabilities, as required by the Americans with Disabilities Act and other applicable laws.

- PHYSICAL TEST. This part, when required, shall consist of tests of bodily condition, muscular strength, coordination, agility, and physical fitness of competitors. This may be given weight in the examination or may be used in the disqualification from further consideration of those applicants who do not meet the required minimum standards, provided that such test shall comply with all state and federal laws concerning employment discrimination. Reasonable accommodations will be made for applicants with disabilities, as required by the Americans with Disabilities Act and other applicable laws. Unless otherwise provided by the Board, the administration of physical tests is delegated to the appointing authority.
- ORAL INTERVIEW. This part, when required, shall include a personal interview for classes of positions where the ability to communicate and deal with others, to meet the public, or other similar qualifications are to be determined. Unless otherwise provided, the administration of oral interviews is delegated to the appointing authority, and may be used in excluding from further consideration applicants who do not possess the minimum requirements of performance, as demonstrated during the interview.
- TRAINING AND EXPERIENCE. This part, when required, shall be marked from the statements of the education and experience contained in the application form or from such supplemental data as may be required. The Board shall determine the minimum training and experience requirements prior to all promotional written tests.
- OTHER TESTS. Other reasonable tests may be utilized by the Board or the appointing authority to determine the relevant qualifications of an applicant for a particular position. These tests, when utilized, may be used to further screen, rank, or disqualify applicants based on their suitability for non-suitability for the position. These tests shall be utilized for the purpose of appointing the most qualified applicants, and shall be used in accordance with all applicable laws regarding employment practices and discrimination.
- In the event the appointing authority provides for such tests, the Board shall provide the appointing authority with the names and contact information of all persons scoring seventy or above on the written exam, in order for the physical test to be performed in an efficient and timely manner.

(c) Rating of Examinations.

Unless otherwise provided by action of the Board, written tests scores will constitute 100% of the score used to rank applicants for entry level positions. Once ranked according to Bands as outlined in the Rules, other testing, whether performed by the Board or the appointing authority, may be used to further screen and/or disqualify applicants in order to insure that the most qualified candidate is appointed.

Results of any and all tests given for the Law Enforcement Personnel Board for promotional or entry-level positions shall be delivered to the Board's secretary via mail and/or email, placed in a sealed envelope and given to the Board Chairman or a designated member, to be opened and approved by the Board at a meeting. Approved test results shall then be forwarded to the appointing authority for consideration.

The appointing authority shall be given all the names of individuals passing the promotional exam designated by their score and band. The appointing authority may use other testing procedures to further qualify applicants as outlined elsewhere in these rules (i.e., 7.05 (b)).

(d) Written Test Material.

The individual written tests used are property of the Board. Promotional candidates may, within thirty (30) days of notice of results, inspect their respective test papers. Candidates for open or entrance level examinations shall not have right of inspection. The Board shall retain the final right of confidentiality of test material in all instances and may destroy the test one year after the certification of test scores, provided that any agreement made between the Board and a vender of tests shall supersede the rules regarding test material and confidentiality.

No request for a change of an examination rating shall be entertained by the Board unless such request is made within thirty (30) days after notice to the applicant of his rating, and the applicant shall specify the matters to which he objects. No change in ratings shall be made unless some manifest error shall appear in the fact of the paper, provided that no appointment previously made shall be changed or canceled.

(e) Fraud.

If an applicant during an examination is found to be committing any type of fraudulent act, such as but not limited to, using, without permission any extraneous information such as other candidates' papers, memoranda, crib notes, pamphlets, and/or books of any kind, his test papers shall be taken and graded with a zero and a note made on the test papers stating the reason for such marking. Such applicant shall be barred from taking any future examinations.

No person shall willfully or corruptly make a false mark, grade, estimate, or report on an examination with respect to the proper standing of any person examined; or willfully or corruptly make any false representation concerning any person examined; or furnish to anyone special/secret information for the purpose of improving or injuring the prospects or chances of the appointment, employment, or promotion of any person examined or to be examined.

Any person guilty of such acts shall be deemed guilty of a misdemeanor.

Section 7.06 Eligible Registers

The Board shall establish and maintain such eligible registers for the various classes of positions as deemed necessary to meet the needs of the service. Names of eligibles shall be placed on lists in the order of their examination score, separated into bands "A" through "C" as outlined under the section dealing with written examinations.

(a) Open - Competitive Registers.

Such lists shall contain the names of those applicants attaining a minimum passing score on the open-competitive examination, ranked according to the Band dictated by their examination score.

Individual applicants shall remain on the list for one (1) year, or until appointed, disqualified, or until they request to be removed from consideration, provided that those individuals certified to the appointing authority for the purpose of filling one or more positions, shall not have their names removed until appointments are made for the positions or the appointing authority requests a new list, whichever comes first.

Upon the certification of written test scores in a particular classification, those applicants with passing scores shall have their names added to the eligible list in the appropriate band, provided that new scores for applicants who are already on the eligible list will not have their scores added until the expiration of the previous score.

(b) Promotional Registers.

Such lists shall contain the names of employees attaining qualifying grades on promotional examinations, according to the test score band.

The duration of promotional registers is two years from the date of the certification by the Board, provided that under special circumstances, the Board may extend the list for no more than one additional year. When a promotional register does not contain a sufficient number of eligible candidates to fill current or projected vacancies, the Board may order a supplemental examination be given. An applicant otherwise qualified, who did not take a previous examination, may apply for the supplemental examination. Such applicants will have their names added to the promotional register in the appropriate band, according to their test score.

(c) Layoff Registers.

This eligible list contains the names of former regular employees who were separated from various classes because of a lack of either work and/or funds, or whose positions were abolished as a result of departmental reorganization or for some other just reasons. The names of such former employees shall be placed on the list in order of seniority.

Employees placed on the layoff register shall be removed from the layoff register when reinstated, otherwise disqualified, or two (2) years after the layoff action, whichever comes first. Employees who are not reinstated within two (2) years of the layoff action must reapply for employment as a new candidate. Employees who are affected by a layoff while they are in probationary status shall not be placed on the layoff register. When there are two (2) or more employees who are equal in seniority, they shall be placed on the layoff list in the order of their most recent efficiency rating.

(d) Related Registers.

In the absence of an eligible list for a particular class within which a vacancy exists, the Board may certify from a register of a related class which they deem appropriate. Such related register should be for a class having substantially the same requirements as the class in which the vacancy exists, and the pay range should be commensurate between the classes.

(e) Municipal Contracts

- Employment of Municipal Officers

  In the event that the appointing authority enters into a contract to provide law enforcement services to a municipality with existing employees certified by the Alabama Peace Officers Standards and Training Commission (APOSTC) those certified employees of the municipality shall be placed into band "A" of the current eligible hiring register. These names shall remain on the eligible register for a period of one (1) year from the date of addition, or until appointed, disqualified, or they request to be removed from consideration. Once certified, these names shall be dealt with as any other eligible candidate with the exception that the appointing authority may waive hiring requirements that would have been successfully addressed with APOSTC certification.

- Rank/Promotion of Municipal Officers

  In the event that the appointing authority enters into a contract to provide law enforcement services to a municipality with existing employees certified by the Alabama Peace Officers Standards and Training Commission (APOSTC), and the

addition of employees would cause the appointing authority to increase supervisory level personnel within his/her agency, those certified employees of the municipality holding rank may be added to the current promotional register and treated as any other promotional candidate. The appointing authority will be responsible for determining the appropriate promotional register for each municipal candidate based on current span of control measures employed by the agency. The appointing authority may waive certain testing requirements as necessary to ensure effective operations of the agency. This request must be made in writing to the Board by the appointing authority to include the reason for the request, the name of the proposed candidate, and the appropriate promotional register for the name to be added.

- Contracting with Municipality that has existing Police Department

  In the event the Shelby County Sheriff's Office contracts with a Municipality that has an existing Police Department, the following provisions may be made to offer a seamless transition.

  Any existing Municipal employee named by the contracting City for a position that the Municipality has agreed to fund may receive the following benefit.

  1. The person will be placed on the eligible list of qualified candidates by the Board.
  2. The Sheriff's Office may waive the required physical fitness test for an APOSTC-ertified candidate.
  3. All other established hiring requirements or any future requirements added must be passed for the candidate to be hired.

- Span of Control

  In the event the Municipality agrees to contract for a significant number of employees that would require a supervisor, the Sheriff may ask the Board to waive the rule for time in service with the Sheriff's Office and that a municipal supervisor be allowed to test for promotional consideration. If this occurs and the Board approves, the established Span of Control theory will be utilized.

- Probation requirement

  Any employee added by contract using this Rule must complete a one-year probation period.

Section 7.07 Removal from Register

When an applicant is employed through certification, his name shall be removed from the appropriate eligible register. In addition to the reasons for disqualification cited in Rule 7.4, eligible candidates shall have their names removed from eligible registers one (1) year from the date their name was placed on the list, or at the expiration date of the eligible register, provided that certified candidates who are being screened shall remain certified and eligible for appointment until the positions are filled or until the appointing authority requests and updated list of candidates.

Section 7.08 Reinstatement of Former Employee to Register

A former employee, who held regular status while employed, and who was separated from the classified service without fault or delinquency, may within one (1) year from the date of

separation request reinstatement to the appropriate eligible register for the classification in which he/she served at the time of their separation. Requests for reinstatement shall be made in writing to the appointing authority. Upon the recommendation of the appointing authority, the Board may consider the former employee's reinstatement.

If approved by the Board, the former employee shall be added to Band "A" of the appropriate eligible register. The former employee's name shall remain on the eligible list for one year from the date of reinstatement, until the employee is re-hired, or until his/her name is removed as otherwise provided, whichever comes first.

All standards for hiring new employees shall apply to hiring a reinstated employee. A former employee who is restored to service shall re-enter service at a pay rate equivalent to a new employee. Additionally, any seniority held be a former employee at time of separation is forfeited upon reinstatement. An employee who is restored to service shall be subject to a one-year probationary period.

A former employee may request a reinstatement to eligibility only one time. Otherwise, former employees must compete for eligibility as if they were a new candidate.

Within ten (10) calendar days of completion of the probationary period the reinstated employee may request, in writing, to have his/her prior service credit reinstated to the Appointing Authority.

A decision will be made within ten (10) days of receipt of the request in the Appointing Authority's office. The Appointing Authority may reinstate the prior service credit of the employee. If no action is taken, the reinstatement is deemed denied.

If any former employee is reinstated under this rule, all benefits will be calculated based on the total service with the agency, effective with the date of reinstatement.

Section 7.09 Certification of Candidates.

Based on the receipt of an authorized requisition from the appointing authority, the Board shall certify the names of eligibles from the appropriate eligible roster in the following manner:

- First, the name of any ranking former employee(s) currently listed on the Layoff Register, if any, for the classification in which the vacancy exists, and any former employee that has been approved by the Board to be reinstated.
- Second, the names of all applicants listed in Band "A", "B", and "C", sequentially, of the current eligible roster for the classification in which the vacancies exist, until the certified list contains no less than ten (10) names for each current vacancy.
- Third, in the absence of an eligible list which meets the above requirements above, the Board may certify the names of eligibles from an eligible register for a related classification. Names from the related register shall be added to the certified eligibles list in the same manner as outlined above.

Section 7.10 Bypassing Names on an Eligible Roster

No employee who has been suspended shall be certified as eligible for promotion or advancement to another class or position within one year following the imposition of such suspension, unless approved by the Board.

Before certification, an eligible employee may waive his/her right to be certified for a period of not more than six (6) months. Such request must be filed with the Board in writing, and must contain the reason for such request and the ending date of the requested waiver period.

Section 7.11 Supplemental Certifications

On request by the appointing authority, the Board shall certify additional names, in order to update a certification list, when applicants on the former list have been disqualified for any reason or have declined to accept a position, or when a new examination has been given. Supplemental certifications shall be done in the same manner as outlined for certifications elsewhere in this section.

Section 7.12 Classified Appointment

Except as otherwise provided in the Rules, vacancies and newly created positions in the classified service shall be filled by transfer, promotion, classified appointment, classified reappointment or demotion, as necessary.

When a vacancy exists, the appointing authority shall submit to the Board a request for a certified list of eligibles for the position. The Board shall then compile the certified list as provided by the Rules, and submit the list to the appointing authority. The appointing authority shall then evaluate the eligibles and make a classified appointment from the certified list, or request a supplemental certification if necessary. If no classified appointment has been made in 90 days after the last certification list was submitted, the appointing authority shall notify the Board in writing, stating the reason no classified appointment has been made, and the status of the screening process.

(a) Probationary Appointment

A classified appointment to a full-time permanently budgeted position made from a certified eligible list or promotional register, shall be a probationary classified appointment subject to the completion of a satisfactory 12 month probationary period and satisfactory evaluation by the employee's supervisor. The probationary period shall be regarded as an integral part of the examination process, and shall be utilized to evaluate the employee's performance on the job, and shall also be utilized for dismissing any employee who does not meet the required standards of performance, or for a reduction in classification in the event the probationary period is for a promotion. The duration of such probationary period shall be for twelve (12) months from the date of classified appointment or promotion with no interruptions in service. The appointing authority may extend the probationary employee for the purpose of remedial training or to accommodate scheduling.

(b) Separation of Entry Level Probationary Employee

An employee with probationary status may be discharged without the right of appeal to the Board.

(c) Promotional Probationary Employees

A promotional probationary who is demoted shall have the option of returning to the position held prior to promotion.

(d) Regular Appointment

Employment of an eligible person from a certified list, in a full-time regularly budgeted position, after the satisfactory completion of a 12 month probationary period, shall be considered a regular classified appointment.

(e) Provisional - Temporary Classified Appointment

In the absence of an eligible list, the Board may, for urgent need, authorize the filling of a vacancy by provisional classified appointment. Any such candidate for provisional classified appointment must meet education, experience, and related requirements set by the Board. Provisional classified appointments shall be made for a period of not more than four (4) months. No provisional classified appointments shall be continued for more than thirty (30) days after the establishment of an eligible list for the class. The provisional classified appointment of an individual shall not confer on the appointee any rights of status, appeals, or related rights set forth under these rules.

(f) Federal Funded and/or Grant Funded Positions

Positions created in the classified service through federally financed employment programs or grants shall terminate at cessation of such federal funding, conveying no rights of tenure or permanency to incumbents, unless, as a condition of participation in the program or grant, the local governing body, appointing authority, and/or the Board has agreed to extend such rights of tenure

(g) Other Types of Appointments Made Permanent

An eligible person who has been temporarily appointed or appointed to a season or part-time position, and who at the time of said appointment was a ranking eligible at the time of certification, is willing to accept the appointment under the conditions and for the period stated, may be permanently appointed to said position irrespective of the number of higher ranking eligible candidates available only for permanent appointment. Such appointment can be made only when:

- The fact that the position would become permanent was not known to the appointing authority at the time the temporary, part-time or seasonal appointment was made.
- That the incumbent has worked the stipulated time period for which initial appointment was made.
- All permanent appointments arising out of the foregoing provision must be approved by the Board.

Section 7.13 Approval of Classified Appointments

No officer or employee of any department or jurisdiction shall make or approve any payment for personal services to any person holding a position in the classified service unless approved by the Board. In the event an appointing authority fails or refuses to fill a vacancy in an existing position from a certified list of eligibles, the Board may refuse to certify the payroll, voucher, or account of any ineligible person found to be performing the duties of said position.

Section 7.14 Contracted Services, Seasonal Appointments, Part-Time Appointments, Students, Interns, Temporary Appointments, Emergency Appointments, Volunteers, and other services not certified as classified positions

Nothing contained in these rules shall restrict the right of the Sheriff, appointing authority, and/or governing body, to enter into contractual agreements with individuals, companies, or other entities, to provide products and/or services necessary for the efficient operation of the agency, provided that those performing such services are at all times self-employed or employees of the business or entity under contract with the Sheriff, appointing authority, or governing body.

No person working under such contract shall be subject to the rules and regulations of the Board, and no such person shall be granted any status, right or privilege related to the provisions of the Act or these Rules, as a result of such contractual agreement.

Section 7.15 Promotions, Demotions, Transfers, Assignments, and Layoff

(a) Promotions

Vacancies in positions above the lowest rank in any category in the classified service shall be filled as far as practical by the promotion of employees in the service. The Board shall in each case determine whether an open-competitive or promotional examination will serve the best interests of the service in attracting well-qualified candidates.

Promotions in every case must involve a definite increase in duties and responsibility.

(b) Demotions

An employee may be demoted to a position of any lower grade for which he is qualified for any of the following reasons:

- When an employee would otherwise be laid off because his position is being abolished, reclassified to a higher grade or a lower grade, lack of work, lack of funds, or because of the return to work from an authorized leave of another employee to such a position in accordance with the rules on leave.
- When an employee does not possess the necessary qualifications to render satisfactory service in the position he holds.
- When an employee is removed during probation.
- When an employee voluntarily requests such demotion.
- For disciplinary reasons.

If the employee is demoted against his or her will (other than probationers), he/she may appeal to the Board as provided elsewhere in the Rules.

The change of an employee from a position in one class to another class for which the maximum pay rate is lower shall be deemed a demotion and shall be effected in accordance with these Rules.

(c) Position Assignment

An appointing authority may at any time assign a classified employee under his jurisdiction from one position to another in the same class regardless of the shift, location, hours of work, or other consideration as long as the new duties are consistent with the classification. Such transfers shall be made with the retention of all rights of seniority, vacation, sick leave, and overtime as the employee may have accrued.

Employees transferred from one position to another may not appeal to the Board unless the transfer involves new duties that are inconsistent with the classification and such inconsistent duties have been performed for more than thirty (30) consecutive days.

Any position assignment that will change the classification of the employee must be approved by the Board.

(d) Duty Assignments

An appointing authority may assign any employee in the classified service under his jurisdiction to any duties so long as such duties are consistent with the classification. No employee in the classified service may be assigned duties of a different class for a period in excess of thirty (30) days without the approval of the Board. Any and all such assignments outside the classification must be reported to the Board when such assignments extend for more than ten (10) consecutive work days.

(e) Layoff

In the event that it becomes necessary because of lack of work, lack of funds, or advisable in the interest of the economy to reduce staff, the following procedure shall govern the layoff:

- The reason for such layoff shall be reported in writing and shall stipulate the number and classifications to be effected.
- The Board shall determine in consultation with the appointing authority the organizational units to be effected by the layoff.
- If such reduction is departmental, then the layoff shall be made by laying off the employee(s) in the classification who are provisional, temporary, seasonal, part-time, and probationary, if any. From that point, layoff shall be of permanent employees in the classification on the basis of their relative seniority. In the event there are two or more employees who stands lowest on the efficiency or performance ratings, last regularly filled with the Board, shall be laid off first.
- When an employee is laid off in a department which has other classifications or grade from which he or she is laid off, he or she shall have the option of working in any other lower classification or grade in the same department, providing the Board finds that he, or she, is qualified to perform the duties of such lower classification or grade, such option being subject, however, to the following:
    - Where an employee so laid off elects to drop to a lower classification or grade, and where the appointing authority reduces the number of employees in such lower classification or grade, the reduction shall be made in the manner herein provided, except that such reduction shall in no case cause the layoff of any permanent employee in such lower classification of grade who has more seniority in the department than the employee laid off from the higher classification or grade.
- A person laid off from a classification or grade, shall have the right, so long as he or she is in the service or on the layoff register, to return to the position from which he or she is laid off, in the event such position is refilled.
- The duties previously performed by the employee or employees so laid off may be assigned to any other permanent civil service employee or employees in the department or office, who, in the opinion of the Board, are qualified to perform such duties regardless of the specific classification or grade to which such employees are allocated.
- Except in cases of emergency, any employee to be effected by layoffs shall be given a minimum of fourteen (14) days' notice.

ARTICLE VIII. ATTENDANCE, LEAVES, RESIGNATIONS, & RETIREMENTS

Section 8.01 Attendance

(a) Hours of Work.

The hours of work shall be fixed by the appointing authority in cooperation with the governing body with due regard to the convenience of the public.

(b) Overtime Work.

Employees may be required to work overtime when necessary in the interest of public safety or other reasonable objectives. The appointing authority shall determine when overtime work is required, and shall schedule employees as necessary. Overtime work shall not be granted, withheld, or otherwise used as a form of reward or punishment.

It is the intent of the Board to comply with the FSLA and applicable state law, in relation to overtime work. Overtime work may be compensated by pay or leave time, but in no event shall any employee be compensated with pay and leave time for the same overtime worked.

(c) Authorization of Overtime Work.

Overtime work shall be authorized only in the following cases:

- In the event of fire, flood, catastrophe, or other unforeseeable emergency;
- Where a work station must be manned and another employee is not available for work;
- To provide essential services when such services cannot be provided by overlapping work schedules;
- To carry on short-range projects in which the utilization of present employees is more advantageous to the department than the hiring of additional personnel.

In general, no employee shall be regularly scheduled to work overtime. Exceptions, based on seasonal variations in work programs, shall be recognized when approved by the appointing authority.

Section 8.02 Leave

(a) Types of Leave

The following types of leave are official established:

Holidays, vacation leave, sick leave, family medical leave, reserve sick leave, injury with pay leave, overtime leave, military service leave, jury duty leave, leave without pay, personal leave, administrative leave, temporary disability leave and bereavement leave.

(b) Attendance and Leave Reporting

The appointing authority shall maintain attendance and leave records on all classified employees.

(c) Failure to Report Absences

If an appointing authority or department head fails to report the absence of an employee and the employee is paid in excess of the amount due him, the appointing authority or department head shall be liable for the overpayment.

(d) Absence Without Leave

An employee who is absent without leave shall be subject to the provisions of the Rules governing disciplinary actions.

(e) Seasonal, Temporary, and Part-time Employees.

Under no circumstances shall seasonal, temporary, and part-time employees be allowed to earn or use vacation leave, sick leave, or military leave.

(f) No Advance Leave.

Vacation leave, sick leave, and overtime leave shall not be allowed in advance of being earned. If an employee has insufficient leave to cover a period of absence, no allowance shall be posted in advance or in anticipation of future leave credits. In such cases, payroll deductions for the time lost shall be made for the pay period in which the absence occurred.

(g) Holidays

The governing body of each jurisdiction served shall fix by resolution, the holidays that employees shall observe. Employees on non-pay status, such as a leave of absence, or on paid military leave, shall not earn additional time for holidays.

Executive Exempt employees shall not work on holidays approved by the County, unless approved by the appointing authority.

Employees who are required to work on a holidays shall be compensated at a rate that is two and one-half (2 ½) times their regular rate of pay for the number of hours worked. Employees whose regular off-day falls on a holiday shall be compensated at a rate that is one and one-half (1 ½) times their regular rate of pay. Employees who are required to work on an observed holiday, and whose regular off-day does not fall on the holiday, shall be compensated for eight (8) hours at their regular rate of pay.

(h) Vacation Leave[7]

All employees holding regular full-time positions in the classified service shall be allowed to earn and accrue vacation time with pay.

Effective September 1, 2020, vacation will be accrued each month at a rate consistent with the number of years of service completed as shown in the table below. If appropriate, the rate of accrual will change on the employee's anniversary date. The time of such vacation leave shall be determined by the appointing authority with due consideration to seniority.

(i) Computation of Vacation Leave.[8]

An employee holding a regular potion shall earn vacation leave in accordance with the longevity of service as of their anniversary date, as follows:

- Less than 1 year to 5 years of service ---------- 7 hours per month
- 5 years to 10 years of services ----------10 hours per month
- 10 years to 20 years of service ---------- 14 hours per month
- 20 years or more of service ---------- 17 hours per month

[7] Amended on September 1, 2020.
[8] Amended on September 1, 2020.

(j) Accumulation of Vacation Leave.[9]

A maximum of 240 hours of Vacation Leave earned but not used may be accumulated and carried over to the next year. Any accumulated Vacation Leave in excess of 240 hours at the end of the day on December 31 shall be forfeited on January 1, except when accumulation was required by the appointing authority.

(k) Restrictions on Vacation Leave.

Vacation leave shall be subject to the following restrictions:

- An employee shall not earn vacation leave during a leave of absence without pay, a suspension, or when the employee is otherwise in a non-pay status for more than fifteen (15) calendar days in a month. In such cases the vacation earned will be calculated on a prorated basis.
- An appointing authority or department head shall not require an employee to forfeit his earned vacation as punishment through the action of suspension.
- Vacation leave must be taken as leave rather than payment, except as terminal pay.

(l) Sick Leave.

All full time employees holding regular positions shall be allowed to accrue sick leave. Sick leave is not a right for which employees may make demand, but a privilege granted in accordance with prescribed Rules which may be changed from time to time as the best interests of the service demand.

(m) Computation of Sick Leave.

For the purpose of computing sick leave, each week of seven (7) days, excluding holidays, shall be considered as containing five (5) work days.

(n) Accumulation of Sick Leave.

Sick leave shall be accrued at the rate of one (1) day for each month of service. Sick leave accrued but not used may be accumulated up to a maximum of one hundred fifty (150) days.

(o) Reasons for Use of Sick Leave.

An employee shall be allowed to use accumulated sick leave for the following reasons:

- Personal illness or the employee, including sick leave for maternity purposes.
- Personal physician and dental appointments.
- Illness arguing from exposure to contagious disease endangering the health of employees.
- Illness in the employee's immediate family which necessitates his absence from work. In this case "immediate family" shall be defined as the employee's spouse, children, and parents.
- As part of a leave for circumstances covered by the FMLA according to the policies of the appointing authority regarding the FMLA.

An employee who is absent on sick leave continuously for a period of five (5) work days or more shall submit a doctor's certificate or other written evidence to substantiate his sick leave usage. However, the appointing authority or Board may require evidence to substantiate any claim for sick leave.

[9] Amended on March 7, 2023.

(p) Reserve Sick Leave.[10]

Purpose

The Reserve Sick Leave Bank (RSLB) allows a participating employee to continue to receive pay for time off due to a Serious Health Condition of that employee. This leave can only be requested when all other paid leave has been exhausted.

Funding of the RSLB

The total of all days contributed by participating employees will fund the RSLB. All employees will contribute two (2) days annually from their accumulated Sick Leave until they have contributed eight (8) total days of their accumulated sick leave to the RSLB. If the total number of days in the RSLB drops below five hundred (500) days, all participating employees would be required to donate one (1) day of accumulated Sick Leave to replenish the Bank. If this one (1) day per participant did not fund the RLSB at the minimum of 500 days, the process will continue until this threshold is met.

Membership

Participation in the RSLB is on a voluntary basis. Only regular employees, with at least one year of service, are eligible to participate in the RSLB.

New Employee

At the one-year service date for a new employee, that employee will be eligible to join the RSLB. Upon notification of this eligibility by the LEPB, interested employees should fill out the enrollment form in the Appendix of the Rules and return to the LEPB office within 30 days.

Current Employees

All existing employees who meet the eligibility requirements, but are not members of the RSLB, may elect to join the RSLB during the annual open enrollment period of benefits.

Termination of Membership

Once an employee becomes a participant, such participation shall continue while the employee remains employed in the classified service. If an employee desires to no longer participate in the RSLB, they must submit a request to the LEPB. Only those employees who have never used days from the RSLB will be eligible to leave the plan. Any time the employee has donated to the RSLB will not be returned to the employee but will remain in the RSLB.

Requesting Days from the RSLB

The Shelby County Law Enforcement Personnel Board will oversee the administration of the RSLB, and all decisions made by the Board are final.

Reserve Sick Leave may only be requested due to a Serious Health Condition of the employee; this Serious Health Condition will have made them unable to perform the essential functions of their functions. Reserve Sick Leave shall not be granted to an employee due to the Serious Health Condition of another person.

A participating employee requesting days from the RSLB must submit the Reserve Sick Leave Request Form to the Board (Form is included in the Appendix to the Rules). This paperwork includes sections that must be completed by the employee, the employee's physician, and the appointing authority. The employee must submit the request in a timely and complete manner

[10] Amended on June 15, 2021.

with sufficient medical certification to support a request for leave due to their own serious health condition. This request shall include the date the leave should start and the number of days (not to exceed 30 working days) the employee is requesting.

Any unused days will be returned to the Reserve Sick Leave Bank if the condition of the employee no longer qualifies under the circumstances for which the leave was requested.

Definitions

"Serious Health Condition" is defined as an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or a period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or any period of incapacity due to pregnancy, or for prenatal; or any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or a period of incapacity that is permanent or long-term due to a condition from which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or, any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive day if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

(q) Injury with Pay Leave.

An employee who sustains a disabling injury while performing the duties of his position shall notify the appointing authority as soon as possible. The appointing authority shall ensure that all documentation for a State Worker's Compensation Claims are filed with the jurisdiction's governing body, which administers the Worker's Compensation Claim process. The amount of leave time granted, the method and amount of compensation granted, and a determination of the degree and duration of any disability of such employee will be determined in accordance with the governing body's policies relating to Worker's Compensation Claims, and temporary and permanent disability benefits, as administered by the governing body. In the event that an employee is compensated through the State Worker's Compensation process, or by a temporary disability benefit program provided by the governing body, said employee shall not be entitled to his or her regular pay for the same period of time covered by the other compensation nor shall they be allowed to accrue any type of leave.

(r) Overtime Leave.

It is the intent of the Board to comply with the Fair Labor Standards Act and applicable state laws concerning overtime. All rates of compensation in force are based on a forty (40)-hour work week unless otherwise accepted by the Board. Work being performed in the classified service in excess of the normal work week shall be governed by the following:

- ELIGIBILITY for Overtime Leave. All employees with the exclusion of Executive Exempt employees, in the classified service shall be subject to these provisions, as required by state and federal law.
- OVERTIME LEAVE. Accrued Overtime leave may be taken at any time by an employee, provided said employee follows procedures established by the appointing authority regarding the request for overtime leave, and further provided that the granting of overtime leave does not cause an undue hardship on the agency or cause a danger to the public as a result of understaffing.

- MAXIMUM FOR OVERTIME LEAVE ACCUMULATION. A maximum limitation of eighty (80) hours overtime leave is hereby set. Any employee accrual of overtime leave in excess of this amount (80 hours) shall, within the following pay period, be disposed of either (a) payment at the currently hourly pay step of the incumbent, or (b) granting time off as outlined in this section.
- SPECIAL OVERTIME PAYMENT PROVISIONS upon separation from the service, an employee shall be compensated at his regular, hourly pay step, for each hour of overtime; such compensation shall be made as terminal pay, with the limitations engrossed in sub-section (p) of this rule.
- REPORTING AND PAYMENT of OVERTIME
- The Board reserves the right to make final disposition of all payments for overtime and to periodically conduct reviews of departmental practices of granting overtime.
- Prompt and accurate reports of overtime earned and used shall be maintained by the departments and shall be subject to periodic review by the Board for conformance to these Rules.

(s) Military Leave.

Military leave will be granted to qualified employees according to applicable law and the policy of the local governing body . (See appendix B).

(t) Jury Duty Leave.

An employee summoned for jury duty or as a witness in court, shall be granted leave with pay.

(u) Leave of Absence without Pay.

Leave of Absence without pay, except for leave granted under the provisions of the Family Medical Leave Act, may be granted only when the leave will not cause an undue hardship or inconvenience to the agency or the public. The impact of the leave upon the agency and the public shall be considered on a case by case basis when such a request is presented. Upon recommendation of the appointing authority and approval of the Board, such leave may be allowed in the following categories:

An employee occupying a regular, full-time position, who is temporarily incapacitated to perform duties, may be granted a leave of absence for no more than one (1) year.

An employee with permanent status who desires to engage in a course of study which will increase his usefulness upon his return to duty may be granted a leave of absence for not more than one (1) year.

An employee with permanent status may be granted a leave of absence for not more than one (1) year for any reason considered good by the appointing authority subject to the approval of the Board.

Leave without pay requests must be submitted in writing and must state the purpose of the leave, the date the leave is to begin and end, and must be accompanied by approval of the appointing authority.

(v) Temporary Disability Leave.

In the event that the local governing body provides Temporary Disability Benefits for employees, such leave time may be included as a part of the employee's FMLA time, if the employee is

eligible for FMLA leave. The provision of such benefits by the local governing body shall not increase the amount of leave time earned by, or granted to, an employee.

(w)Family Medical Leave Act.

Eligible employees will be granted leave time under the FMLA, as required by law. The appointing authority shall receive requests for FMLA leave, and determine when leave should be classified as FMLA leave. The appointing authority shall collect and maintain all associated documentation for such leave time, and inform the Board when such leave is to be granted, and whether the leave time is to be with pay or without pay. The appointing authority shall have the right to coordinate FMLA leave with other leave time, and to institute other regulations relating to the use of FMLA leave as is deemed necessary.

Personal Leave.

Personal leave is that leave provided for employees who are absent for personal reasons and who are not paid or reimbursed from any other source. Personal leave shall be limited to two (2) days annually with pay.

(x) Administrative Leave.

When necessary, the Appointing Authority may place an employee on Administrative Leave pending the outcome of an internal investigation. Administrative Leave is limited to thirty (30) days, unless extended by request of the Appointing authority and approval by the Board. Administrative Leave may be either with pay or without pay, as deemed appropriate by the appointing authority.

(y) Bereavement Leave.

All full-time employees shall be granted up to three days off (with pay) when the employee experiences a death in his or her immediate family (spouse, child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, or grandchild, or the death of a family member for whom the employee has been the primary care-giver). The employee must use the three days off within ten (10) calendar days from the date of death.

Section 8.03 Resignation or Retirement

An employee with permanent status who wishes to resign or retire from his position in the classified service in good standing shall submit his notice in writing to the appointing authority not less than fourteen (14) days prior to the effective date. Under unusual conditions the appointing authority may reduce the required number of days notice.

A permanent employee separating or retiring from the service shall receive terminal pay at their regular rate, for any accrued leave time except sick leave. The last day actually worked shall constitute the close of business for computational purposes.

Employees who resign or retire in good standing may within one (1) year following separation apply for reinstatement to the eligible register, as outlined elsewhere in the Rules.

Employees who wish to retire must comply with additional procedures as dictated by the State Employee's Retirement System.

ARTICLE IX. EFFICIENCY RATINGS

Section 9.01 Reports.

The Board shall be responsible for obtaining and preserving ratings on all personnel, such ratings to reflect the performance of incumbents of positions of the same class and/or grade, so that standards of performance may be established to determine the relative abilities of such incumbents; and to discover these employees who, measured by the performance of their assigned duties and demonstrated promotional potential shall be subject to:

- Promotion
- Merit Increase.
- Transfer.
- Reduction in Pay.
- Demotion.
- Dismissal.

Section 9.02 Rating Plan

The appointing authority shall use a rating plan approved by the Board. Such plan shall be based on accepted personnel administration practices in respect to the measurement of performance and promotional potential.

Section 9.03 Appeal of Efficiency Rating

Every rated employee shall have the opportunity to discuss and review his rating with the person or persons rating him. He shall also have the opportunity in the event of a disagreement to discuss and review his rating with supervisors in his/her chain of command. If unable to reconcile any differences through this process, the employee shall further have the opportunity to have his rating reviewed by the Board. The employee shall make this request within ten calendar days, and in writing.

ARTICLE X. DISCIPLINARY ACTIONS AND APPEALS

Section 10.01 Disciplinary Policy.

The tenure of every employee in the classified service shall be conditioned on the satisfactory conduct of the employee and continued, efficient performance of assigned duties and responsibilities.

Employees serving in a probationary period may be disciplined or dismissed by an appointing authority without right of appeal to the Board.

A permanent employee may be dismissed, demoted, or suspended for cause or for any reason deemed to be in the best interest of the public service and shall have the right of appeal as set forth in the following provisions.

The reasons for such action shall be furnished in writing to the employee and the Board.

Section 10.02 Causes for Disciplinary Action.

The following are among the causes which shall be sufficient for dismissal, demotion, or suspension:

- Absent without leave.
- The commission of any criminal act.
- Conduct unbecoming an employee in the public service.
- Conviction of a criminal offense or of a misdemeanor involving moral turpitude.
- Disorderly or immoral conduct.
- Incompetence or insufficiency.
- Insubordination.
- Intoxication or consumption of alcohol while on duty.
- Neglect of duty.
- Negligence or willful damage to public property or waste of public supplies or equipment.
- Violation of any lawful or reasonable regulation or order made and given by a superior officer.
- Willful violation of any of the provisions of the Act or of these Rules.
- For any other reasons deemed to be in the best interest of the public service and not inconsistent with the intent of the Act or the rules and regulations arising therein.

Section 10.03 Self-Incrimination

An employee shall have the right of any other citizen in regards to constitutional protection from self-incrimination with regard to criminal investigations, however, employees may be ordered to answer questions relating to employment issues, as part of non-criminal investigations.

Section 10.04 Suspension

An appointing authority may suspend, for any reason listed in the Rules, without pay, an employee in the classified service. In the event such suspension is for more than one (1) day, a permanent employee shall have the right of hearing. Such suspension shall be effected by service upon the employee by the appointing authority, a written statement of the delinquency for which suspension was made, a copy of which must be delivered to the Board. The suspended employee shall have a right to file an answer with the Board and appointing authority.

Section 10.05 Notice of Dismissal or Demotion

Notice of dismissal or demotion shall be in writing and shall set forth:

- The cause of action.
- The date dismissal or demotion is to become effective.
- Any other information deemed appropriate.
- The employee's right to appeal the dismissal or demotion to the Board.

A copy of such notice shall be delivered to the Board on the same day that notice is served on employee. Notifications shall be made prior to or on the date such dismissal or demotion is to be effected, or as soon as practical thereafter.

Section 10.06 Appeal.

An employee with permanent status shall have the right to appeal disciplinary action of dismissal, demotion, or suspension, within the limits prescribed in the Rules. An employee desiring to appeal shall, within ten (10) calendar days after notice thereof, file with the Board, in duplicate, a written answer to the charges and request for a hearing. Such answer shall contain:

- The reason of dismissal, demotion, or suspension.
- An admission of denial or guilt.
- Reasons why the dismissal, demotion, or suspension should not take effect. Upon receipt of the appeal, the Board shall forward a copy thereof to the appointing authority.

Section 10.07 Hearings

(a) Open to Public.

The Board shall order a public hearing of such charges within thirty (30) days from receipt of notice of appeal. The hearing shall be for the purpose of determining whether or not the employee, by reason of his act or acts as charged and his record of service, merits retention in the service or should be dismissed or otherwise disciplined; and to that end the Board shall not be bound by the technical rules of evidence but shall diligently seek all of the information and evidence bearing on the merits of the case. Either party at interest may be represented by counsel.

(b) Witnesses.

It shall be the duty of the Board to subpoena witnesses other than character witnesses, for or against the employee upon written request and affidavit that their testimony is necessary. Employees in the classified service shall be required to attend and testify without subpoena.

(c) Record of Testimony.

The Board shall require that testimony introduced at hearings be recorded but same shall not be transcribed except upon further order.

(d) Decision.

The Board shall render its decision within ten (10) calendar days after the conclusion of the hearing which shall forthwith be certified to the appointing authority and enforced by him. Copies of the decision shall be delivered to all other parties at interest. The Board may affirm, rescind, modify, or increase the penalty imposed by the appointing authority as warranted by the facts adduced at the hearing.

(e) Further Appeal and Review.

Any employee or appointing authority aggrieved and effected by a decision of the Board on the original hearing of a disciplinary case shall be entitled to a rehearing of the issue by filing with the Board within five (5) days of an adverse decision, a written request for rehearing. The Board shall hold such rehearing within (30) days of receipt and shall render its decision upon conclusion of such rehearing.

(f) Judicial Review.

The decision of the Board based upon all proceedings before the Board shall be final subject to appeal by an aggrieved employee or appointing authority to the Circuit Court to review questions of law and the question of whether or not the decision or order of the Board is supported by the substantial and legal evidence. On such appeal the Circuit Court shall review the record and shall affirm, reverse, remand, or render said cause. The decision of the Board shall be controlling until reversed on appeal as provided for herein.

The appeal shall be perfected by filing with the Board and the Court, a statement in writing, to the effect that said party appeals from the decision or order of the Board to the Circuit Court, which statement shall be filed within thirty (30) calendar days from the announcement of the decision or order of the Board. Review by the Court shall be without jury, and be confined to the record, and to a determination of the questions of law presented.

Section 10.08 Citizens May File Charges.

Any person who desires to file Rule charges against an employee shall file such Rule charges in writing and shall recite therein the specific act or acts of the employee constituting such cause. The Board shall serve a copy of the Rule charges on the accused employee, shall investigate the validity of such charges and if warranted, shall fix a day for the hearing.

The accused employee shall, within five (5) calendar days after service, file a written answer to the charges. Failure on the part of the accused employee to file such answer shall be deemed an admission of the truth of such charges without further investigation or hearing on the part of the Board. A decision shall be rendered by the Board in accordance with these Rules.
If the Board determines that a citizen complaint does not warrant a hearing, the Board may refer the complaint to the appointing authority for disposition. The Board may also, at its discretion, seek assistance from the appointing authority in the investigation of such complaints.

Section 10.09 Activities Prohibited

No person shall be appointed or promoted to, or dismissed from any position, or in any way favored or discriminated against with respect to employment because of his sex, political or religious opinions or his race, except as allowed by law.

No person shall seek or attempt to use any political endorsement in connection with any appointment to a position.

No person shall use or promise to use, directly or indirectly any official authority or influence, whether possessed or anticipated, to secure for any person an appointment or advantage in employment in any such position, for the purpose of influencing the vote or political action of any person, or for any consideration.

No person shall solicit any such assessment, subscription, or contribution of any employee.

Any officer or employee under jurisdiction of this Act who violates any of the foregoing provisions of this section shall forfeit his office or position, however, nothing in this provision shall be construed to deny any employee his rights to associate or be represented by any organization of his choosing nor shall an employee be denied this right to petition his city, state, or national government.

ARTICLE XI. DUTIES OF COUNTY AND MUNICIPAL OFFICIALS

All elected authorities and officials subject to this Act shall assist in the implementation and maintenance of the provisions of the Act and the Rules and Regulations, and aid in the administration of the merit system program.

APPENDICES

Appendix A

Reserve Sick Leave Bank application

Appendix B

The Shelby County Commission Policy on Military Leave

Appendix C

Job Classification Descriptions for Shelby County (AL)

Sheriff's Office

Appendix D

LEPB Records Retention Policy

Appendix A

Reserve Sick Leave Bank Application

Shelby County Sheriff's Office

APPLICATION FOR PARTICIPATION IN THE

RESERVE SICK LEAVE BANK

I, _____ (Print Name), volunteer to participate in the Reserve Sick Leave Bank. I understand that I am voluntarily relinquishing two of my personal sick leave days annually beginning with my first year of eligibility, until I have contributed eight (8) days to the Reserve Bank. If the total days in the Reserve Bank drop below five hundred (500), I understand that each employee would be required to donate one (1) day to re-establish the Bank. If this one (1) day per employee did not allow the Reserve Bank to go above five hundred (500) days, each employee would be required to donate one (1) additional day.

I have read and understand the terms for participation.

_____ _____

Employee Signature Date

APPROVED: _____ DISAPPROVED: _____

_____ _____

LEPB Chairman Date

SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

RESERVE SICK LEAVE APPLICATION

SECTION ONE:
THIS SECTION IS TO BE COMPLETED BY THE EMPLOYEE:

Complete Section II before giving this form to your medical provider. The use of the Reserve Sick Leave permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for leave due to your own serious health condition. Failure to provide a complete and sufficient medical certification may result in a denial of your request.

Amount of Reserve Sick Leave requested: _____

Your Name:

_____ _____ _____
First Middle Last

SECTION TWO:
THIS SECTION IS TO BE COMPLETED BY THE SHERIFF OR HIS DESIGNEE:

The Reserve Sick Leave Bank was created to assist participating employees in the event of a Serious Health Condition of the employee that makes the employee unable to perform the essential functions of his or her position. Participation in the Reserve Sick Leave Bank is on a voluntary basis.

"Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that Involves any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or a period of incapacity requiring absence of more than **three calendar days** from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or any period of incapacity due to pregnancy, or for prenatal care; or any period of incapacity (or treatment thereof) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.), or a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.), or any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Your response is voluntary. While you are not required to use this form, you may not ask any questions that are not related to the definition of "Serious Health Condition". All documentation relating to medical certifications, recertification, or medical histories of employees must be maintained in a file separate from their employee personnel file or any other files or records used to store information about the employee.

Employer Name and Contact: _____

Employee's Job Title: _____

Employee's Regular Work Schedule: _____

Employee's Essential Job Functions (attached job description, if available): _____

_____

SECTION THREE:
THIS SECTION IS TO BE COMPLETED BY THE HEALTH CARE PROVIDER:

Your patient has requested leave under the Shelby County Law Enforcement Personnel Board Reserve Sick Leave Policy. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime", "unknown", or "indeterminate" may not be sufficient to determine if your patient will be eligible for reserve sick leave. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, genetic services, or the manifestation of disease or disorder in the employee's family members. Please be sure to sign the form on the last page.

Provider's Name and Business Address: _____

_____

Type of Practice/Medical Specialty: _____

Telephone: _(_____)_____

PART A: Medical Facts

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

☐ No ☐ Yes If so, dates of admission: _____

Date(s) you treated the patient for condition: _____

Will the patient need to have treatment visits at least twice per year due to the condition? ☐ No ☐ Yes

Was medication, other than over-the-counter medication, prescribed? ☐ No ☐ Yes
Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?

☐ No ☐ Yes If so, state the nature of such treatments and expected duration of treatment:

_____

2. Is the medical condition pregnancy? ☐ No ☐ Yes If so, expected delivery date: _____

3. Use the information provided by the employer in Section 1 to answer this question. If the employer fails to Provide a list of the employee's essential functions or a job description, answer these questions based upon the Employee's own description of his/her job functions. Is the employee unable to perform any of his/her job functions due to the condition? ☐ No ☐ Yes If so, identify the job functions the employee is unable to perform:

_____

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of

specialized equipment): _____

_____

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ☐ No ☐ Yes

If so, estimate the beginning and ending dates for the period of incapacity: _____ - _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? ☐ No ☐ Yes

If so, are the treatments or the reduced number of hours of work medically necessary? ☐ No ☐ Yes

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period: _____

Estimate the part-time or reduced work schedule the employee needs, if any: _____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ☐ No ☐ Yes

8. Is it medically necessary for the employee to be absent from work during the flare-ups? ☐ No ☐ Yes

If so, explain: _____

_____

_____

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: ____ times per ____ week(s) or ____month(s); Duration: ____ hour(s) or ____ day(s) per episode

SIGNATURES:

HEALTHCARE PROVIDER: _____ DATE: _____

EMPLOYEE: _____ DATE: _____

SHERIFF: _____ DATE: _____ ☐ APPROVED ☐ DENIED

LEPB CHAIRMAN: _____ DATE: _____ ☐ APPROVED ☐ DENIED

Appendix B

The Shelby County Commission Policy on Military Leave

6.16 MILITARY LEAVE

(a) Authorization of military leave will be in accord with the Code of Alabama 1975, 3 1-2-13 and applicable federal law, as summarized bellow:

1. All county employees who are active members of the Alabama National Guard, Naval Militia, or the Alabama State Guard organized in lieu of the national guard or of any other reserve component of the Armed Forces of the United States, are entitled to military leave of absence from their respective duties on all days that they are engaged in field or coast defense or other training, or on other service ordered under the provisions of the National Defense Act, or of the federal laws governing the United States Reserves, without loss of pay, time efficiency rating, annual or sick leave, or any other county provided benefit.
2. No such persons granted such military leave of absence with pay will be paid for more than 168 working hours per calendar year.
3. Eligible employees are entitled, in addition to the foregoing, to be paid for no more than i68 working hours at any one time while called to active military duty by the Governor.

(b) An eligible employee who wishes to be granted military leave will submit a copy of the Employee's Military Orders with a leave notice through the appointing authority to the director. A notice must be submitted as soon as the employee becomes aware of the projected dates of service.

(c) County employees will receive payment for i68 working hours per calendar year while on active duty. An employee that is eligible to accrue annual and sick leave will accrue said leave for the applicable month in which they are in pay status and meet all leave of absence accrual requirements.

(d) Upon exhaustion of the military leave, a classified service employee will be eligible to receive Active Military Duty Without Pay. Before going into Active Military Duty Without Pay status, the employee may request to use his or her accrued annual leave and/or compensatory time. Usage of accrued leave will occur after the exhaustion of the 168 working hours of Military Leave pay.

(e) The county intends to comply with any applicable and constitutional laws with respect to military leave but recognizes that the applicable laws are sometimes amended and/or superceded. Therefore, to the extent any portion of this policy conflicts with applicable and constitutional laws, the county will abide by the applicable law.

6.18 ACTIVE MILITARY DUTY WITHOUT PAY

(a) Classified service employees who are voluntarily or involuntarily called to active duty with the Armed Forces of the United Stated will be granted leave without pay for the duration of their obligated military duty subject to the cumulative totals provided by applicable law.

(b) Upon release from military service they will be entitled to reemployment with the county in a comparable job that is no lower in grade or pay than that in which they were employed at the time of their call-up, provided:

1. They are physically and mentally suited to perform the required duties;
2. They make application for reemployment to the county within ninety (90) days following honorable separation from the Armed Forces of the United States ten (10) days if rejected for service) or from hospitalization continuing after discharge for a period of not more than one (1) year; and
3. No more than five cumulative years of military leave have passed as calculated by federal law.

In the event that conditions have changed such that reinstatement is not feasible, the employee will be placed on the layoff list with priority right to reinstatement.

(b) Upon receipt of voluntary or involuntary active duty orders, a classified or unclassified service employee will submit a notice for a leave without pay for military duty through the appointing authority or designee to the director. Active military duty leave without pay will begin after any and all requirements of the military leave policy are met for classified and unclassified service employees.

(c) The Military Leave Policy for the Local Government Health Insurance Program (LGHIP) is in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 USC 64317. Under the USERRA, an employee on qualified military leave has the right to elect continued health insurance coverage for himself or herself, and his or her dependents, during periods of military service.

An employee on qualified military leave for periods up to 30 days of training or service will be maintained on the county's health insurance coverage and will be charged for their normal share of the health insurance premium. For periods of service longer than 30 days, the employee will be offered COBRA continuation coverage after receipt of the appropriate military documentation.

When an employee on qualified military leave with family coverage has his or her coverage terminated, the dependents will be offered COBRA continuation coverage. The COBRA period for dependents is limited to 36 months. The COBRA coverage period will terminate prior to 36 months if the employee's military leave period ends within the 36 month period or the employee returns to work within 63 days of the end of the military leave.

An employee (and his or her eligible dependents covered at the time of his or her military leave) returning to work less than 63 days after the expiration of military leave will be added to the existing coverage without a waiting period for preexisting medical conditions.

(d) The county intends to comply with any applicable and constitutional laws with respect to military leave but recognizes that the applicable laws are sometimes amended and/or superceded. Therefore, to the extent any portion of this policy

conflicts with applicable and constitutional laws, the county will abide by the applicable law.

6.19 VETERANS' REEMPLOYMENT RIGHTS

(a) County regular classified and full-time unclassified service employees who enter, either voluntarily or involuntarily, active military duty in the Armed Forces of the United States shall be entitled upon release or discharge from service under honorable conditions to reemployment with the county and reinstatement of benefits unless the active duty period exceeds five (5) years subject to the calculation equations set forth in federal law.

(b) Reemployment with the county after the release or discharge from active duty is permitted without loss of seniority, status or pay if six conditions are satisfied:

1. The veteran must have been the employ of the county as a regular classified or full-time unclassified service employee. Those employees who were in a probationary status when they entered the Armed Forces will have to complete their probationary period upon reemployment with the county in order to be reinstated. Part-time and temporary county employees would not qualify for reinstatement to the pre-service position unless it was reasonably probable that they would have continued in that position until the end of their service.

2. The employee must have left for the purpose of going on active duty. This includes leaving to undergo military training or service or to undergo a pre induction physical or other qualifying examination.

3. The veteran must not have exceeded five years of cumulative military leave as calculated by federal law.

4. The veteran must have been discharged or released from active duty under honorable conditions to qualify for reinstatement rights.

5. The veteran must apply for reemployment with the county within ninety (90) calendar days after the separation from active duty or from hospitalization continuing after such a release for not more than a year to qualify for reinstatement rights. It is not necessary to return to work within the ninety (90) days period only to make the application to the county for reinstatement rights. A veteran who does not seek reinstatement within the time frame enumerated in the preceding sentences will be subject to the county's no call/no show policy in the Resignation Policy.

6. The veteran must be qualified to perform the duties of the pre-service position or a similar position sought in terms of physical and mental abilities, performance standards, etc. Those veterans who as a result of military service sustained, aggravated or manifested a disability and are unable to perform duties of the position that would otherwise be due him or her, and are qualified to perform the duties of any other available position in the county, will be entitled to such other positions as will provide the applicant with like seniority, status and pay or the

nearest approximation. The disability must arise during military training or service but need not be service connected or service aggravated.

(c) Rights of Returning County Employee Veteran If the above six conditions are met the county within a reasonable period of time after the application for reemployment is made, will reinstate the qualified veteran to a position of like seniority, status and pay. However, if the county's circumstances have changed as to make it impossible or unreasonable to reemploy the veteran then the county may deny reinstatement. In the event a vacancy does not exist the veteran will be placed on the layoff list with priority right of reinstatement.

(d) Termination for Cause For veterans who served more than 180 days, the county may not terminate reinstated veterans within the first year of reinstated employment except for cause. For veterans who served from 31-180 days, the county may not terminate reinstated veterans within the first i8o calendar days of reinstated employment except for cause.

(e) Notification to the County of Military Orders Upon receipt of written or oral active duty orders, (including training and drills), an employee is required to submit a notification of a leave of absence for military service through the appointing authority to the director. The notification of leave can be either oral or written.

Upon completion of duty, the Reservist or National Guard member is required to report back to work with the county through the appointing authority to the director pursuant to the schedule set by applicable law. Should the Reservist or National Guard member be late in returning to work without adequate explanation, the employee will be subject to the County's usual disciplinary actions for tardiness or unexcused absences.

(f) Miscellaneous Eligible employees are not required to use their available annual or compensatory leave days to satisfy their military service obligations. The county is not required to compensate eligible employees for hours or days not worked or for accruing leave time for period of their military obligations.

(g) The county intends to comply with any applicable and constitutional laws with respect to military leave but recognizes that the applicable laws are sometimes amended and/or superceded. Therefore, to the extent any portion of this policy conflicts with applicable and constitutional laws, the county will abide by the applicable law.

Appendix C

Job Classification Descriptions for Shelby County (AL)

Sheriff's Office

JAIL DEPUTY

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: Jail Deputies participate in the day-to-day operations of the jail. Their participation involves, but is not limited to, booking and releasing offenders, maintaining security of the facility, and escorting offenders within and/or outside the secure confines of the jail. In addition, Jail Deputies effectively manage volatile and violent offenders, assess inmates' medical and mental health needs, operate electronic monitoring equipment, and fulfill a number of clerical duties. Jail Deputies must complete all other duties as assigned.

REPORTS TO: Jail Deputy Sergeant

ESSENTIAL FUNCTIONS:

Performs booking and processing of new inmates

- Searches inmates for contraband (e.g., weapons, drugs, tobacco)
- Secures inmates' property
- Completes Inmate Property Sheet in order to log in all inmate property
- Obtains arrest report(s) for the inmate from the law enforcement deputy
- Places a hold in inmates' release information to coordinate with other agencies that have a warrant
- Fingerprints inmate using the fingerprinting system
- Obtains DNA sample as required by law
- Takes photographs of inmates
- Searches and processes inmates who are working outside the jail
- Conducts multiple screenings and questionnaires during the booking process
- Classifies inmates based on a systematic assessment of risk and need

Performs property intake and releasing duties

- Places inmate's property into assigned bin
- Completes property release form
- Performs complete search of inmate
- Explains bonding information and procedure to inmate
- Assigns inmate to cell block and individual cell
- Verifies and clears all holds on inmate's file prior to release
- Verifies I.D. of inmate being released
- Returns inmate property and obtains signed receipt thereof

Controls and monitors the movement and activities of inmates, jail staff, visitors, maintenance workers, and medical personnel within the facility

- Ensures all doors and gates are secure at all times
- Operates a door control system to allow proper personnel entry and exit into the jail
- Observes inmate behavior and activities through monitors or face-to-face contact
- Ensures front area, parking area, gates, and sally port are secure

- Performs periodic headcounts
- Responds to fights to restore order

Responds to emergency situations

- Calls for all available personnel to respond to an emergency situation
- Secures the scene once a situation has been contained
- Calls Tower and Central Control to initiate a lockdown
- Responds to escape attempts by inmates
- Notifies chain of command in any emergency situation
- Ensures Sheriff and local law enforcement authorities are notified of a missing inmate

Performs miscellaneous duties

- Conducts headcounts for inmate accountability
- Conducts health and wellness checks of inmates
- Completes reports as required (e.g. Incident, Use of Force)
- Performs safety and security inspections of the facility
- Provides emergency medical assistance (e.g. LUCAS, AED, BLS)
- Utilizes RFID devices to record cell checks
- Distributes and accounts for jail issued toiletries and meals
- Attends roll call briefings before the beginning of each shift
- Monitors docking area
- Responds to public distress signal (i.e., panic button) from visitors at the facility
- Administers DMT to arrestees suspected of being intoxicated
- Inventories razors as they are distributed and returned from each pod
- Coordinates inmate movements for court
- Works with outside organizations to determine proper inmate release dates
- May be required to perform other tasks as assigned by supervisor

SUPERVISION EXERCISED: None.

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- United States constitutional laws
- Search and Seizure procedures related to jail operations
- Shelby County Sheriff's Office Policies and Procedures Manual
- The Inmate Handbook
- The Code of Alabama and federal legal code related to detaining and housing inmates
- The Chain-of-Command
- Rules and regulations pertaining to inmates
- The criteria for contraband
- The Use of Force Continuum and Response to Resistance Policy

- Radio communication procedures
- Facility layout
- English grammar

Skill in and/or Ability to:

- Arrive at work on time and on scheduled days
- Follow verbal orders
- Be aware of your surroundings
- Physically restrain inmates
- Interpret an inmate's body language
- React quickly and calmly to emergency situations
- Pay attention to details
- Recognize suspicious equipment/materials/contraband
- Maintain composure in stressful situations
- Work as part of a team
- Put aside personal feelings
- Communicate orally in English
- Observe inmates, officers, and situations
- Properly escort inmates
- Understand and follow the rules and regulations regarding the use of tactical responses for combative inmates
- Add, subtract, multiply, and divide
- Maintain confidentiality
- Function under stress
- Work according to rules, instructions, and procedures
- Stay alert for a complete watch/shift

MINIMUM REQUIREMENTS:

Citizenship: United States citizen
Age: 19 years of age or older
Education: High School Diploma or GED

OTHER REQUIREMENTS: Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to appointment.

PREFERRED REQUIREMENTS:

Bachelor's or Associate's degree in job-related field.

PHYSICAL REQUIREMENTS:

- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts

- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have small motor skills

WORKING CONDITIONS:
This position has a high risk of personal injury as compared to the general population. Work environment involves exposure to a number of adverse conditions including, but not limited to, angry or hostile inmates, bodily fluids, high noise levels, moderate heights, mechanical hazards, slippery floors, bodily injuries, offensive odors, dust, and pollens.

Examinations: Written and/or performance examinations will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application, and responses to any supplemental questionnaire. Successful candidates must successfully complete the Shelby County Jail Management School during their first year of employment.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

FLSA STATUS: Non-Exempt

Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

JAIL DEPUTY LIEUTENANT

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: The Jail Deputy Lieutenant functions as Watch Commander over an assigned shift. He or she assists the Jail Commander and Assistant Commander in the overall administration and operation of the Shelby County Jail, primarily by providing direct supervision of the Jail Deputies and overall supervision to the Jail Detention Services Unit, and other division staff. They ensure compliance with County, State, and Federal laws and agency policy regulations involving the care, custody and control of inmates. Additionally, Lieutenants are expected to oversee and participate in all internal investigations. Jail Deputy Lieutenants must complete all other duties as assigned and must be able to perform the essential functions of a Jail Deputy and a Jail Deputy Sergeant.

REPORTS TO: Captain - Jail Division Commander or Assistant Division Commander

ESSENTIAL FUNCTIONS:

Supervises employees

- Verifies with Booking and Property Jail Deputies that all paperwork is properly completed
- Ensures that paperwork for inmates housed in Medical and Segregation units is completed
- Verifies and/or approves inmate head counts
- Delegates duties to subordinates
- Approves or denies leave requests
- Monitors staffing levels and schedules additional Jail Deputies or supervisory personnel when the facility is short-staffed
- Completes performance evaluations of supervisory personnel and provides feedback
- Mentors new supervisors
- Manages critical incidents
- Oversees the activities that concern the care, custody, and control of inmates
- Oversees the activities that concern the safety, security, and sanitation of the facility
- Reviews and approves subordinate timesheets

Trains employees

- Provides guidance and instruction to subordinates
- Trains and/or oversees the training of subordinates
- Oversees the Jail Deputy Training Officer program

Maintains safety and security of facility, inmates, and employees

- Ensures Safety and Wellness Inspections are performed
- Ensures the Health and Wellness checks are performed on inmates

- Serves as Primary Detention Hearing Officer (DHO) or hears Disciplinary Appeals if Jail Deputy Sergeant served as DHO.
- Approves assigned disciplinary days to inmates for rule infractions
- De-escalates inmate behavior to avoid or manage critical incidents
- Responds to critical incidents in the jail (fights, combative inmates, etc.)
- Controls Jail Deputies' behavior to avoid or manage critical incidents and prevent legal issues
- Oversees and approves the use of disciplinary lockdowns, denying or extending privileges including television, telephone, store use, visitation, and work assignments

Conducts investigations

- Investigates problem situations (e.g., inmate behavior, disciplinary matters, and deputy-related concerns)
- Resolves claims against Jail Deputies and inmates
- Completes necessary paperwork (including internal incident reports, first report of injury forms, disciplinary hearing reports)
- Investigates complaints concerning jail personnel from inmates, the public, and other personnel, as directed by the Sheriff
- Conducts initial investigation regarding use of force complaints of Jail Deputy personnel
- Determines if complaint is valid and provides recommendations for disciplinary action

Performs administrative duties

- Identifies and reports maintenance issues and oversees their resolution
- Identifies and reports IT issues and oversees their resolution
- Completes special assignments as directed by superiors (Division Commander and Assistant Commander)
- Signs and approves all release paperwork and bonds before an inmate is released when applicable
- Approves work hours and reviews records in timekeeping software for accuracy

May be required to perform other tasks as assigned by supervisor.

SUPERVISION EXERCISED: Jail Sergeants, Jail Deputies, and staff

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- United States constitutional laws
- Search and Seizures laws pertaining to jail operations
- Shelby County Sheriff's Office Standard Operating Procedures
- National Institute of Jail Operations accreditation standards

- Strategic tactics
- Use of Force Continuum /Response to Resistance policy
- Airborne and blood-borne pathogens
- Classification assessment tools and procedures
- Court/legal proceedings
- Inmates' daily schedules
- Inmate rights and privileges handbook
- Jail operations
- Mental health issues
- The criteria for contraband
- The layout and operation of the facility
- Emergency evacuation procedures

Skill in and/or Ability to:

- Arrive at work on time and on scheduled days
- Assess an inmate's physical and medical needs
- Be aware of one's surroundings
- Detect behavioral changes in inmates
- Ability to anticipate and consider the likely consequences of various courses of action
- Function well under stress
- Maintain confidentiality
- Make supervisory decisions in response to information
- Monitor the activities of inmates and officers
- Escort inmates in a safe manner
- Ability to react quickly and calmly to emergency situations
- Recognize suspicious equipment, materials, and contraband
- Understand and follow the rules and regulations regarding the use of tactical responses for combative inmates
- Recognize potentially harmful inmate behavior
- Recognize and identify narcotics and other controlled substances
- Recognize the effects of drugs or alcohol

MINIMUM REQUIREMENTS:

Citizenship: United States
Age: 21 years of age or older
Education: Bachelor's degree from an accredited college or university (Some exceptions may apply as outlined in the SCLEPB Rules and Regulations.)
Experience: Prior to testing, the employee must also be a Jail Deputy Sergeant or Sergeant Deputy Sheriff for two (2) years, have six (6) years' experience as a full time, certified sworn law enforcement officer or Jail Deputy, four (4) of which are with the Shelby County Sheriff's Office.

OTHER REQUIREMENTS: Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to initial employment with the Shelby County Sheriff's Office.

PHYSICAL REQUIREMENTS:

- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:
This position has a high risk of personal injury as compared to the general population. Work environment involves exposure to a number of adverse conditions including, but not limited to, angry or hostile inmates, bodily fluids, high noise levels, moderate heights, mechanical hazards, slippery floors, bodily injuries, offensive odors, dust, and pollens.

Examinations: Written and/or performance examination will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other factors set forth by the appointing authority.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview for initial employment with the Shelby County Sheriff's Office.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of initial employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

FLSA STATUS: Non-Exempt

Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

JAIL DEPUTY SERGEANT

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: Jail Deputy Sergeants are responsible for supervising Jail Deputies, inmate activities, and inmate work activities; maintaining established staffing levels, shift coverage, and overtime; ensuring that detention staff are fully trained; reviewing written reports; evaluating the work performance of detention facility staff; handling a variety of employee problems; serving as a liaison with medical staff; investigating a variety of inmate-involved incidents, violations of policies, irregular or suspicious occurrences; and taking or recommending inmate discipline as appropriate. Jail Deputy Sergeants must complete all other duties as assigned and must be able to perform the essential functions of a Jail Deputy.

REPORTS TO: Jail Deputy Lieutenant

ESSENTIAL FUNCTIONS:

Supervises employees

- Signs and approves all release paperwork and bonds before an inmate is released
- Approves time sheets for Jail Deputies
- Verifies with Booking and Property Jail Deputies that all paperwork is properly completed
- Ensures Jail Deputies perform head counts
- Makes supervisory decisions based on information from inmates and Jail Deputies
- Delegates duties to subordinates

Trains subordinates

- Oversees officer training
- Provides instruction to subordinates
- Trains subordinates in techniques for controlling inmates and in maintaining the operational security of the facility
- Assigns Jail Deputies to serve as training deputies
- Ensures training and certifications for Jail Deputies are up-to-date

Maintains safety and security of facility, inmates, and employees

- Performs Health and Wellness checks on inmates
- Monitors cameras to observe inmate activity
- Assigns disciplinary days to inmates for rule infractions
- Conducts Key Track Audit to ensure all keys are present
- De-escalates inmate behavior to avoid or manage critical incidents
- Responds to critical incidents in the jail (fights, combative inmates, etc.)
- Controls officer behavior to avoid or manage critical incidents and prevent legal issues

Conducts investigations

- Investigates problem situations (e.g., inmate behavior, disciplinary matters, and officer related concerns)
- Resolves claims against Jail Deputies and inmates
- Completes necessary paperwork (including internal incident reports, first report of injury forms, disciplinary hearing reports)
- Responds to grievances and requests from inmates
- Conducts disciplinary hearings
- Supervises safety & security inspections

Performs administrative duties

- Works with Jail Administration
- Maintains the Jail Deputy Training Manual
- Orders supplies such as cleaning materials, uniforms, linens, and hygiene products

Performs miscellaneous duties

- Provides inmate information to the general public, as allowed by law and policy
- Completes special assignments as directed by superiors
- Serves as a liaison between superiors and subordinates
- Stays updated regarding relevant legal and medical issues by reading, researching and attending training sessions, etc.

May be required to perform other tasks as assigned by supervisor.

SUPERVISION EXERCISED: Jail Deputies

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- United States constitutional laws
- Search & Seizure laws pertaining to jail operations
- Shelby County Sheriff's Office Standard Operating Procedures
- The Chain-of-Command
- Airborne and blood-borne pathogens
- Booking procedures
- Releasing procedures
- Jail operations
- Inmate Handbook
- Knowledge of strategic tactics
- The Response to Resistance policy
- The layout and operation of the facility
- Emergency evacuation procedures

Skill in and/or Ability to:

- Adhere to the Shelby County Standard Operating Procedures
- Make decisions
- Set priorities
- Assess an inmate's physical and medical needs
- Arrive at work on time and on scheduled days
- Aware of one's surroundings
- Anticipate and consider the likely consequences of various courses of action
- Follow verbal orders
- Function well under stress
- Listen to complaints from others and take appropriate action
- Provide leadership
- Maintain confidentiality
- Monitor special-case inmates
- Present/conduct oneself in a professional manner
- Escort inmates in a safe manner
- Pay attention to details
- React quickly and calmly to emergency situations
- Recognize suspicious equipment/materials/contraband
- Start and complete work without close supervision
- Supervise inmates
- Deal with adverse inmates
- Understand and follow the rules and regulations regarding the use of tactical responses for combative inmates
- Work as part of a team
- Read and comprehend written information
- Recognize potentially harmful inmate behavior

MINIMUM REQUIREMENTS:

Citizenship: United States citizen
Age: 21 years of age or older
Education: High School diploma or GED
Experience: The employee must have four (4) years experience as a full time, certified sworn law enforcement officer or Jail Deputy, three (3) of which are with the Sheriff's Office.

OTHER REQUIREMENTS: Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to initial employment with the Shelby County Sheriff's Office.

PREFERRED REQUIREMENTS:

Bachelor's or Associate's degree in job-related field.

PHYSICAL REQUIREMENTS:

- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:

This position has a high risk of personal injury as compared to the general population. Work environment involves exposure to a number of adverse conditions including, but not limited to, angry or hostile inmates, bodily fluids, high noise levels, moderate heights, mechanical hazards, slippery floors, bodily injuries, offensive odors, dust, and pollens.

Examinations: Written and/or performance examination will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other factors as set forth by the appointing authority.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of initial employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

FLSA STATUS: Non-Exempt

Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: This is an entry level law enforcement position responsible for providing law enforcement services to the citizens of Shelby County. Deputies are expected to participate in activities such as protecting life and property, preserving the peace, preventing and suppressing crime, and apprehending criminals. Deputies must complete all other duties as assigned.

REPORTS TO: Sergeant Deputy Sheriff

ESSENTIAL FUNCTIONS: (Actual duties may vary by assignment)

Performs/Assists all constitutionally mandated duties of Sheriff

- Officer of the Court
- Civil Court paper service
- Security
- Electoral duties
- Organizes and serves lawful arrest warrants

Provides patrol and traffic related services

- Responds to calls in the patrol area received from dispatch via radio or the MDT
- Responds to routine and dangerous situations encountered while on patrol
- Makes lawful arrests of individuals with outstanding warrants
- Transports offenders to jail and ensures the safety of the offender
- Pursues fleeing offenders
- Works municipal law enforcement contracts, as directed by the Sheriff
- Enforces the law and identifies civil disputes

Transports prisoners and emotionally disturbed persons

- Transports persons wanted by Shelby County from other jurisdictions
- Serves commitment orders and transports individuals to hospital psychiatric units
- Searches the vehicle for contraband after every transport
- Ensures offenders leaving contraband in the transport vehicle are appropriately charged
- Searches prisoners to ensure deputy safety
- Plans and oversees high-risk transports

Secures crime scenes

- Secures a crime scene by denying entry to any unauthorized individuals
- Renders aid in time of emergency (e.g., first aid, CPR, Narcan, etc.)
- Provides information to the dispatcher regarding suspects
- Secures suspects, weapons, or other evidence
- Documents scene contamination
- Understands the Incident Command System and Responses

Interviews witnesses

- Locates and questions any witnesses
- Identifies the true identity of witnesses
- Obtains contact information
- Documents interview statements
- Separates witnesses
- Conduct legal "show ups"

Investigates crimes

- Identifies, locates, and interviews suspects
- Manages caseloads and database information
- Testifies in court and grand jury
- Coordinates with other agencies (e.g. other law enforcement, district attorney, DHR, CACs) to bring cases to conclusion
- Participates in multi-disciplinary team (e.g. sex assault cases)
- Verifies, coordinates and manages Sex Offender Registry
- Advises suspects of their Miranda Rights
- Searches vehicles, persons, dwellings, and buildings for evidence
- Determines whether sufficient elements of an offense exist to make an arrest
- Communicate with victims of crimes
- Utilizes victim advocacy groups to aid in victim recovery
- Conducts crime scene investigations as assigned
- Operates technical investigative equipment and utilizes scientific resources
- Operates crime scene documentation equipment
- Maintain chain of custody of evidence and transport evidence to proper storage location
- Assists other agency investigations, as directed by the Sheriff

Responds to emergency situations

- Determines what assistance is required
- Evacuates occupants of buildings and surrounding areas
- Maintains the security of the emergency area and controls crowds
- Ensures all parties are safe and under control
- Secures the scene
- Communicates immediate needs and updates to appropriate supervisor
- Utilizes the proper emergency vehicle equipment
- Ensure that injured parties receive needed medical attention
- Can provide limited medical attention as trained (e.g., BLS, CPR, AED)
- Utilizes necessary legal force to protect the life of the deputy or others

Responds to non-emergency situations

- Assesses the situation and determines if backup is needed
- Properly restrains any violent or aggressive individuals

- Ensures all parties are safe and under control
- Assists injured parties
- Detains potential suspects or offenders

Responds to DUI observations, indicators, or calls

- Performs traffic stops to ensure the safety of offender, general public, and deputy
- Arrests offender, if warranted
- Performs a search incident to arrest of the offender
- Arrests individuals with outstanding warrants
- Transports offenders to jail
- Operates DMT unit
- Administers implied consent

Inspects and maintains equipment

- Conducts a visual inspection of the patrol vehicle or transport van for damage
- Checks emergency lights and sirens to ensure proper functioning
- Checks radio to ensure it is operational and functioning properly
- Ensures lighting equipment is operable
- Ensures weapons are functioning properly (pistol, AR-15, less-lethal launcher, Taser)
- Reports critical vehicle maintenance needs to Fleet Manager
- Ensures that regularly scheduled maintenance is completed
- Maintains accountability of all assigned equipment
- Ensures that all assigned equipment is kept in working order or replaced as necessary

Serves warrants

- Verifies the criminal charge printed on warrants
- Attempts to locate the person who should be served the warrant
- Confirms identity of potential arrestees to that of the warrant
- Develops human intelligence on persons with arrest warrants
- Performs legal entries into permissive and nonpermissive structures in the search for suspects or wanted individuals
- Detains, arrests and searches offenders
- Transports offenders to jail
- Transfers custody of offender to booking officer
- Relays required transfer of custody information to the Jail

Completes reports, forms, and paperwork

- Composes narrative descriptions required for various reports
- Completes documentation necessary to transmit evidence
- Completes incident and supplemental reports (e.g. I/O, pursuit, Use of Force)
- Completes arrest reports
- Submits appropriate paperwork and forms to Jail booking officer

- Secures evidence in property locker and completes required forms

Provides Community Crime Suppression and Deterrence

- Provides safety and security at educational centers
- Provides community resources
- Attends community events and HOA meetings

May be required to perform other tasks as assigned by supervisor.

SUPERVISION EXERCISED: None

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- United States constitutional laws
- Applicable laws and court hearings governing search and seizure
- Federal and State laws, rules, and regulations
- The Alabama Criminal Code
- Police liability issues
- Shelby County Sheriff's Office Standard Operating Procedures (SOPs)
- The procedures governing body searches, span of control, and stop and frisk
- The procedures for the detention and arrest of suspects or known assailants
- Forms including Incident/Offense, traffic citations, etc.
- The force continuum and issued weapons
- Defensive tactics
- Deputy safety procedures
- Procedures for responding to domestic disputes
- Assigned patrol areas

Skill in and/or Ability to:

- Arrive at work on time and on scheduled days
- Think critically and rationally
- Detect abnormal behavior
- Recognize deception
- Recognize nonverbal communications cues
- Resolve conflicts
- React quickly and calmly in emergency situations
- Adapt to rapidly changing situations
- Maintain composure
- Convey a sense of confidence
- Exhibit the appropriate level of firmness
- Work as a member of a team
- Work independently
- Accept responsibility for one's own mistakes

- Control one's emotions
- Communicate orally
- Communicate with persons of different backgrounds, ethnicity, or cultures
- Communicate in writing
- Understand and explicitly follow written and oral instructions
- Function under stress
- Follow instructions and lawful orders
- Shoot a firearm
- Operate a motor vehicle
- Be dependable
- Work alone for long periods of time
- Maintain physical conditioning to safely perform the essential functions of this job
- Make reasonable decisions
- Make decisions quickly under stress
- Work assigned shifts which are 365/24 and include days and nights

MINIMUM REQUIREMENTS:

Citizenship: United States citizen
Age: 21 years of age or older
Education: High School Diploma or GED

OTHER REQUIREMENTS: Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to appointment. Applicants shall be required to meet State Minimum Standards for Law Enforcement Officers, and be able to complete State standard minimum training requirements after initial hiring and within the required time frame.

PREFERRED REQUIREMENTS:

- Bachelor's or Associate's degree in job-related field.
- APOST Certification

PHYSICAL REQUIREMENTS:

- Must meet Alabama Police Officer Standard Training Requirements (APOST)
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS: This position has a high risk of personal injury as compared to the general population. Work environment involves exposure to a number of adverse conditions arising from nature, criminal and negligent conduct of citizens, extended exposure to traffic, weather, etc.

Examinations: Written and/or performance examination(s) will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other factors set forth by the appointing authority.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

FLSA STATUS: Non-Exempt

Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

SERGEANT DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: A Sergeant Deputy Sheriff is a first line supervisor and actively participates in the activities of Shelby County Law Enforcement Officers. Sergeants will often assume complete charge in the absence of a higher-ranking officer and work independently in performing regularly assigned duties. Sergeants must be able to perform all subordinate duties and complete all other duties as assigned.

REPORTS TO: Lieutenant Deputy Sheriff

ESSENTIAL FUNCTIONS: (Actual duties may vary by divisional assignment)

Manages assigned area

- Prepares budgetary requests and pursues justification for needed personnel and equipment
- Recommends changes to the Standard Operating Procedures
- Sets goals and objectives for self and subordinates
- Develops operational plans at the shift and/or unit level
- Gathers, sorts, organizes, approves, and distributes paperwork
- Manages and leads personnel in both office and field assignments
- Coordinates staffing by considering and planning for anticipated and unanticipated absences
- Prepares and informs subordinates of the work schedule
- Interacts with members of the community, media, and other agencies to provide information
- Coordinates all activities within the assigned unit or shift
- Maintains equipment and supplies assigned to personnel by conducting visual and physical inspections
- Reviews reports and documentation submitted by subordinates
- Provides training opportunities to other employees by developing and conducting training sessions

Performs supervisory duties

- Communicates and relays directions at active scenes
- Relays information to other personnel or agencies responding to a crime scene
- Supervises specialty units (e.g., TRU, CNU, Honor Guard)
- Responds to crime scenes to provide oversight and guidance
- Ensures minimum staffing is scheduled for every shift
- Ensures proper scheduling and timesheet management
- Counsels and disciplines subordinates
- Trains and evaluates subordinates
- Ensures sound communication with the chain of command

Provides patrol and traffic-related services

- Provides back-up and support to deputies in the field

- Responds to calls from dispatch (received via radio or the MDT) while in the patrol area
- Responds to situations encountered on patrol (e.g., traffic accidents, suspicious persons)
- Responds to calls for service
- Requests emergency medical equipment
- Requests additional units as needed
- Confirms and directs activity with Shelby County 911 (e.g., manages calls for service, prisoner transports, warrant confirmations)
- Maintains supervisory control over calls and pursuits
- Manages crime scenes and approves call outs
- Provides oversight for arrest warrant service

Responds to calls for service

- Provides situational awareness to the Special Operations Group resources
- Determines if back-up or other assistance is required
- Restrains violent or aggressive individuals
- Determines whether an incident is criminal or civil
- Renders aid in time of emergency (e.g., first aid, CPR)

Reviews and completes reports, forms, and paperwork

- Reviews written reports submitted by shift or unit personnel
- Composes written notes at incident scene
- Completes block entries and checklist information required by various reports
- Completes internal administrative forms (e.g., internal affairs, counseling forms, evaluation forms)
- Prepares case notes documenting conversations with witnesses and suspects
- Prepares miscellaneous reports (e.g., first report of injury, arrest report, I/O report)
- Distributes work products (e.g., evaluations, use of force, accident reports) up the chain of command
- Completes documentation necessary to maintain the chain of custody for evidence

Conducts self-development and training activities

- Attends in-service training
- Attends external training approved and directed by the Sheriff (e.g., seminars, conferences, schools)
- Reviews departmental manuals, directives, criminal justice textbooks, court decisions, and amendments to laws
- Trains on newly-assigned specialized equipment
- Qualifies on the firing range

Conducts investigations of criminal acts

- Sets priorities for ongoing investigations of criminal cases
- Assigns cases to investigators and provides guidance
- Provides daily briefings on all CID assigned cases of importance
- Ensures evidence is properly collected, handled, and stored
- Completes a crime log listing individuals entering or leaving a crime scene
- Advises the chain of command of the crime scene situation or activity
- Completes an evidence transmittal form
- Coordinates with the evidence custodian on cases (e.g. destruction orders, condemnations)

Serves on the multidisciplinary team (e.g. MDT CACs)

- Can perform internal investigations and administrative investigations
- Trains subordinates as investigators and manages the new investigator training program
- Testifies in court and on grand jury
- Oversees active investigations
- Coordinates with other agencies (e.g. DA Office, CACs, DHR)

Inspects, monitors, and maintains police equipment and other physical resources

- Inspects vehicles and ensures all equipment is operational
- Examines assigned equipment and schedules any necessary maintenance
- Conducts inspections of subordinates' equipment, uniforms, etc.
- Ensures weapons are functioning properly
- Repairs weapons

Completes Administrative Duties

- Conducts administrative duties to include recruitment, hiring, civil, outreach & training
- Drafts press releases, manages social media content
- Supervises administrative personnel & oversees workflow of records
- Manages training center & departmental training
- Oversees civil processes including court orders and evictions

May be required to perform other tasks as assigned by supervisor.

SUPERVISION EXERCISED: Deputies and other assigned staff

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- United States constitutional laws

- Applicable laws and court decisions governing search and seizure with a warrant for both personal and property searches
- Federal and State laws, rules, and regulations
- The Code of Alabama
- Departmental policies concerning weapons
- The procedures governing body searches, span of control, and stop and frisk
- The procedures for the detention and arrest of suspects or offenders
- The force continuum and weapons systems
- Defensive tactics
- Response to resistance techniques and equipment
- Deputy safety procedures
- The procedures used for securing and protecting a motor vehicle accident scene
- Procedures for responding to domestic disputes
- Assigned patrol areas
- The criminal investigation process
- Management, human resources requirements and leadership

Skill in and/or Ability to:

- Arrive at work on time and on scheduled days
- Respond to situations in a way that does not further escalate a situation
- Function under stress
- Remain alert for a complete watch/shift
- Arrive at work on time and on scheduled days
- Be aware of one's surroundings
- Detect abnormal behavior by members of the public
- Make decisions in a timely manner
- React quickly and calmly in emergency situations
- Stay calm in a crises
- Adapt to rapidly changing situations
- Control one's emotions (i.e., not lose temper) and remain professional
- Direct the actions of subordinates
- Provide leadership
- Make decisions based on logic and sound reasoning
- Shoot a firearm
- Operate a motor vehicle
- Work effectively and to make sound judgments

MINIMUM REQUIREMENTS:

Citizenship: United States
Age: 21 years of age or older
Education: Bachelor's Degree from an accredited university (Some exceptions may apply as outlined in the SCLEPB Rules and Regulations.)

Experience: The employee must have four (4) years' experience as a full time, certified sworn law enforcement officer, three (3) of which are with the Shelby County Sheriff's Office.

Other: Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to initial hiring with the Shelby County Sheriff's Office. Sergeant Deputy Sheriffs must also be able to perform the essential functions of the Deputy Sheriff position.

PHYSICAL REQUIREMENTS:

- Must meet Alabama Police Officer Standard Training Requirements (APOST)
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS: This position has a high risk of personal injury as compared to the general population. Work environment involves exposure to a number of adverse conditions arising from nature, criminal and negligent conduct of citizens, extended exposure to traffic, weather, etc.

Examinations: Written and/or performance examination(s) will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other factors set forth by the appointing authority.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

FLSA STATUS: Non-Exempt

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LIEUTENANT DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: Deputy Sheriff Lieutenants manage the activities of specialized functions within the Sheriff's Office, supervise staff, and oversee and complete administrative duties. Work is performed under general orders of the Sheriff or other higher-ranking supervisor. Lieutenants must be able to perform all subordinate duties and complete all other duties as assigned.

REPORTS TO: Captain – Division Commander

ESSENTIAL FUNCTIONS: (Actual duties may vary by divisional assignment)

Participates in strategic planning activities in various meetings, and reviewing and developing policies, procedures, and operations.

Manages assigned shift, specialized unit of division, personnel, and other resources

- Maintains records on all financial transactions involving federal and state agencies and seizures
- Reads I/O and arrest reports and makes case assignments
- Monitors radio and MDT for call activity
- Directs personnel to calls for service
- Develops contingency plans
- Manages and leads specialty units (e.g., TRU, CNU, Honor Guard)
- Schedules personnel and maintains minimum shift levels
- Mentors and guides all subordinate staff members
- Approves time off and oversees time management system at the command level
- Coordinates with Shelby County 911 on work related issues
- Develops statistics to direct unit activities
- Directs subordinate supervisors

Performs supervisory duties

- Coordinates the implementation of preplanned emergency procedures
- Develops operational plans and post-plan after action reports
- Responds to all major critical incidents to provide scene oversight
- Responds to all calls requiring a supervisor's presence
- Performs and oversees Internal Affairs and Administrative Investigations as directed by the Sheriff
- Receives and investigates complaints
- Develops policy and manages CALEA proof collection
- Builds, oversees, and trains functional teams and units in both field and office environments
- Coaches subordinates by conducting performance evaluations, monitoring performance, providing advice and consulting with peers and other supervisors.

Responds to call for service

- Serves as the incident commander in emergency situations
- Coordinates the evacuation of buildings and surrounding areas in emergency situations
- Determines what units and/or resources are needed (e.g. call out situations)
- Maintains area security during an emergency
- Coordinates with all incoming units
- Provides and manages crowd control
- Restrains violent or aggressive individuals
- Ensures all parties are safe and the situation is under control
- Renders aid in an emergency (e.g., BLS, first aid, CPR)
- May act as a scene public information officer when needed

Completes reports, forms, and paperwork

- Composes written notes at incident scene
- Completes internal administrative forms
- Approves Use of Force and Pursuit forms
- Prepares case notes documenting conversations with witnesses and suspects
- Completes documentation necessary to maintain the chain of custody for evidence
- Submits appropriate paperwork and forms to Corrections booking officer

Conducts investigations of criminal acts

- Monitors active investigations to ensure constitutional protection and civil rights
- Ensures evidence is properly collected, handled, documented, and secured
- Requests or serves subpoenas to obtain information to be used in investigating a crime
- Advises suspects of their Miranda Rights
- Secures a crime scene by denying entry to unauthorized individuals
- Completes a crime log of all individuals entering or leaving a crime scene
- Approves all criminal investigations division case outcomes
- Maintains an active case load over all CID cases and oversees each case
- Coordinates with the multidisciplinary Team (MDT)
- Coordinates with the District Attorney on criminal procedure and active investigations
- Coordinates with other agencies
- Approves subordinate sergeant case files

Inspects, monitors, and maintains police equipment and other physical resources

- Inspects vehicles for overall proper operation, maintenance, and appearance
- Ensures all equipment installed in vehicle is operational (e.g., MDT, siren, lights, first aid kit, radio, etc.)

- Ensures weapons (AR-15, less-lethal launcher, pistol, Taser) are functioning properly
- Ensures GPS in assigned unit is functioning properly

May be required to perform other tasks as assigned by supervisor.

SUPERVISION EXERCISED: Sergeants and assigned civilian staff

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- United States constitutional laws
- Applicable laws and court decisions governing search and seizure with a warrant for both personal and property searches
- Federal and State laws, rules, and regulations
- The Code of Alabama
- Police liability issues
- Jail liability issues
- Shelby County Sheriff's Office Standard Operating Procedures (SOPs)
- Departmental policies concerning weapons
- Shelby County Sheriff's Office records management software
- The procedures and court decisions governing body searches, span of control, and stop and frisk (Terry stop)
- The procedures for the detention and arrest of suspects or offenders
- The force continuum
- Defensive tactics
- The use of force techniques and equipment
- Deputy safety procedures
- Procedures for responding to domestic disputes
- Procedures for crowd control
- The criminal investigation process
- The Shelby County roads and highways
- Shelby County Jail Inmate Handbook
- Applicable laws and court decisions governing the care, custody and control of inmates

Skill in and/or Ability to:

- Communicate with persons of different backgrounds, ethnicity, or cultures
- Understand and explicitly follow written and oral instructions
- Resolve conflicts
- Provide oversight
- Function under stress
- Arrive at work on time and on scheduled days
- Be aware of one's surroundings

- Recognize and appropriately address potentially sensitive situations
- Think critically and rationally
- Anticipate and consider the likely consequences of various courses of action
- React quickly and calmly in emergency situations
- Stay calm in a crisis
- Adapt to rapidly changing situations
- Control one's emotions (i.e., not lose temper) and remain professional
- Attend to multiple activities at the same time
- Work independently
- Accept responsibility for one's own mistakes
- Direct the actions of subordinates
- Provide leadership
- Make decisions based on logic and sound reasoning
- Distinguish among various weapons
- Respond appropriately to domestic violence situations including determining the primary aggressor
- Use police equipment
- Evaluate a variety of situations
- Keep information confidential
- Shoot a firearm
- Attend to details without getting careless

MINIMUM REQUIREMENTS:
Citizenship: United States citizen
Age: 21 years of age or older
Education: Bachelor's degree from an accredited university. (Some exceptions may apply as outlined in the SCLEPB Rules and Regulations.)
Experience: The employee must be a Sergeant Deputy Sheriff for a period of two (2) years, have six (6) years experience as a full time, certified sworn law enforcement officer, four (4) of which must be with the Shelby County Sheriff's Office.

Other: Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to initial hiring with the Shelby County Sheriff's Office. Lieutenant Deputy Sheriffs must also be able to perform the essential functions of the Deputy Sheriff and Sergeant Deputy Sheriff positions.

PHYSICAL REQUIREMENTS:
- Must meet Alabama Police Officer Standard Training Requirements (APOST)
- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time.
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts.

- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have small motor skills

WORKING CONDITIONS: This position has a high risk of personal injury as compared to the general population.

Examinations: Written and/or performance examination(s) will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other factors set forth by the appointing authority.

FLSA Status: Non-Exempt

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CAPTAIN DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: Captains oversee the operation of divisions or departments within the Sheriff's Office, supervise staff, and serve as the representative of the Shelby County Sheriff's Office at special events or functions. Work is performed under general orders of a Major, Chief Deputy, or the Sheriff. Captains must complete all other duties as assigned.

REPORTS TO: Major or Chief Deputy (Sheriff's discretion)

ESSENTIAL FUNCTIONS: (Actual duties may vary by divisional assignment)

Manages one's area of responsibility or assigned division

- Oversees the overall operation of the division
- Conducts and participates in strategic planning efforts
- Ensures new programs are implemented
- Prepares and manages the budget of the division or area of responsibility
- Ensures equipment needs are met
- Assigns, and adjusts the assignment, of manpower to ensure proper coverage of one's area
- Ensures problems within one's area are addressed promptly and not allowed to escalate
- Completes reports for one's area
- Coordinates capital projects
- Assists with the initial hiring and interviewing of sworn and non-sworn applicants
- Manages, trains, equips, and develops specialty units

Manages critical incidents, major events, and special assignments

- Manages command post and/or EOC (Emergency Operations Center) for major events
- Develops briefings based off of after-action reports for major incidents
- Responds to calls for major/critical incidents
- Writes operations plans for major events
- Manages, guides, and performs internal affairs investigations, at the direction of the Sheriff
- Investigates complaints
- Performs other duties as assigned

Supervises staff assigned to one's area of responsibility

- Supervises direct reports (e.g., lieutenants) and oversees the supervision of all personnel including civilian employees assigned to one's area of responsibility
- Mentors, coaches, and leads employees
- Identifies training needs of division or personnel and resources for providing training

- Addresses performance issues or complaints on personnel
- Monitors work schedules, overtime schedules, and time entered into the timekeeping software system
- Monitors on-call rotation schedule and special assignments
- Sets deadline for counseling to be completed by supervisors

Serves as a liaison or spokesperson for the department

- Conducts media interviews and responds to requests for information
- Researches information (e.g., crime statistics, data) and conducts presentations for the general public, neighborhood groups, educational classes, community groups, etc.
- Serves as a liaison with other agencies (e.g., DEA, U.S. Marshal's office, federal and local agencies) and the Shelby County Sheriff's Office.
- Communicates with other departments within the County such as County Commission, Highway Department, Juvenile Services, etc.
- Serves as a liaison with other governmental agencies such as EMA
- Serves as a liaison for civic groups
- Serves as a liaison for contractual services within the county
- Assists other Division Commanders in daily operational tasks
- Responds to questions from the public
- Attend board meetings and association meetings
- Coordinates community outreach programs
- Provides leadership and guidance for all subordinate personnel at the divisional level
- Serves as Incident Commander during major crisis situations or during MIP events
- Serves as command staff as assigned on rotation and on-call

Prepares reports, proposals, grant applications, and other paperwork for the division

- Writes and/or coordinates proposals for new programs
- Submits financial reports
- Writes grant applications and manages grant activities as directed by the Sheriff (e.g., personnel, reports, budgets)
- Drafts, reviews, or approves policy changes
- Provides updates regarding their division to the Executive Command Staff
- Makes recommendations to the Sheriff in regard to procurement and policy/procedure modifications

May be required to perform other tasks as assigned by supervisor.

SUPERVISION EXERCISED: Lieutenants, Sergeants, Deputies, and other assigned staff

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- United States constitutional laws
- The law pertaining to search and seizure
- Federal and state laws, rules, and regulations
- Changes to local, state, and federal laws
- The Code of Alabama
- US Supreme Court rulings
- The Shelby County Law Enforcement Personnel Board (SCLEPB Rules and Regulations
- The policies, procedures, and standards for the jail
- Employment law
- The EEOC
- Workers' compensation procedures
- The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) standards
- The National Institute for Jail Operations (NIJO)
- The Shelby County Sheriff's Office Policies and Procedures
- The Prison Rape Elimination Act (PREA)
- Inmates' rights and privileges
- The law pertaining to search and seizure
- Arrest procedures
- Booking procedures
- Current trends in law enforcement
- The Employee Assistance program (EAP)
- The force continuum
- The roads and highways within Shelby County
- The Garrity warning
- Shelby County Sheriff's Office forms and reports
- Police liability issues

Skill in and/or Ability to:

- Arrive at work on time and on scheduled days
- Communicate with persons of different backgrounds
- Function under stress
- Recognize and address sensitive situations
- Recognize and eliminate workplace harassment
- Maintain confidentiality
- Operation of firearms at the level required to maintain qualification
- Speak in public (e.g., community group, media)
- Communicate orally
- Communicate in writing
- Recognize issues, problems, and warning signs in one's subordinates

- Recognize potential problems or risks, apply corrective action, and address deficits to improve processes and procedures
- Lead meetings (e.g., staff)
- Prepare grant applications and proposals
- Formulate and prepare budgets
- Evaluate the performance of one's subordinates
- Develop tactical and operational plans
- Resolve conflicts
- Recognize and appropriately address potentially sensitive situations
- Think critically and rationally
- Anticipate and consider the likely consequences of various courses of action
- React quickly and calmly in emergency situations
- Stay calm in a crisis
- Adapt to rapidly changing situations
- Manage multiple activities at the same time
- Work independently
- Accept responsibility for one's own mistakes
- Direct the actions of subordinates
- Provide leadership
- Make decisions based on logic and sound reasoning
- Attend to details without getting careless

MINIMUM REQUIREMENTS:

Citizenship: United States citizen
Age: 21 years of age or older
Education: Bachelor's Degree from an accredited university. (Some exceptions may apply as outlined in the SCLEPB Rules and Regulations.)
Experience: The employee must be a Lieutenant Deputy Sheriff for a period of two (2) years, have eight (8) years' experience as a full time, certified sworn law enforcement officer, seven (7) of which are with the Shelby County Sheriff's Office.

PREFERRED REQUIREMENTS: Master's Degree from an accredited university.

Other: Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to initial hiring with the Shelby County Sheriff's Office. Applicant must also be able to perform the essential functions of the Deputy Sheriff, Deputy Sheriff Sergeant, and Deputy Sheriff Lieutenant positions.

PHYSICAL REQUIREMENTS:

- Must meet Alabama Police Officer Standard Training Requirements (APOST)
- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time

- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS: This position has a high risk of personal injury as compared to the general population.

Examinations: Written and/or performance examination(s) will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other factors set forth by the appointing authority.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

FLSA Status: Exempt

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DEPUTY SHERIFF PILOT

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: The Deputy Pilot flies a rotary wing aircraft (helicopter) to provide air support to law enforcement, search, and rescue activities. Flight missions may include, but are not limited to: search and rescue, surveillance, crowd control (large events, civil disturbances, etc.), fire suppression, transport, and various support for emergency/disaster management operations. Deputy Pilot is also a sworn law enforcement position and may be required to perform the essential functions detailed in the Deputy Sheriff job description.

REPORTS TO: Senior Deputy Pilot

ESSENTIAL FUNCTIONS:

- Conducts flights in compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures established by the Federal Aviation Administration, the county, and state/federal governments
- Determines and executes appropriate flight patterns and path to accomplish mission
- Observes and relays information to law enforcement or other officials on the ground
- Transports officials as directed and ensures safety of passengers
- Maneuvers and positions aircraft and equipment as appropriate, to accomplish the required task
- Performs pre-flight checks of helicopters
- Inspects helicopters and related equipment prior to departure to detect leaking fluids, inoperative controls, low fuel levels, or other unsafe conditions
- Determines feasibility of proposed flight mission
- Obtains/interprets weather briefings
- Determines whether flights are possible based on weather, terrain, pilot readiness, equipment, location, safety, and operational considerations
- Performs post-flight inspections of helicopter; re-fuels helicopter
- Assists with routine maintenance and testing of aircraft
- Maintains helicopter flight log books, helicopter maintenance log books, or other records
- Operates a variety of aircraft, machinery, equipment and tools associated with department activities, which may include a helicopter, global positioning system, aviation tools/instruments, measuring instruments, radio communications equipment, mechanic tools, or hand tools
- Prepares or completes various forms, reports, correspondence, flight logs, maintenance logs, or other documents
- Receives various forms, reports, correspondence, helicopter maintenance revisions, service bulletins, airworthiness directives, time sheets, charts, flight manuals, FAA regulations, FAA publications, bulletins, advisories, policies, procedures, manuals, maps, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate

- Performs other related duties as required
- May be required to perform other tasks as assigned by supervisor

SUPERVISION EXERCISED: None.

KNOWLEDGE, SKILL, & ABILITIES:

DATA CONCEPTION: 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.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information; includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures; requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques, to make independent judgments in absence of supervision,to acquire knowledge of topics related to primary occupation.

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

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas: add and subtract totals, multiply and divide totals, determine percentages, determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using aviation equipment, and to operate a helicopter and motor vehicles.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.; must have the ability to use one hand for twisting or turning motions while coordinating other hand with different activities; must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of colors.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions; must be able to relate to people in situations involving more than giving or receiving instructions such as then interpreting assignments and policies; must be adaptable to performing under stressful conditions when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and hear (Talking-expressing or exchanging ideas by means of spoken word) (Hearing-perceiving nature of sounds by ear).

MINIMUM REQUIREMENTS:
Citizenship: United States
Age: 21 years of age or older
Education: High School diploma or GED
Experience: Must have logged a minimum of 250 flight hours in helicopters, to include 100 hours in a turbine helicopter and 50 hours in OH 58 (or Bell 206) helicopter; or any equivalent combination of education, training, and experience which provides the necessary combination of knowledge, skills, and abilities for this position

LICENSES: Must possess and maintain Federal Aviation Administration Private Rotorcraft Rated Commercial Pilot license (or higher), and a Class 3 Medical Certificate; must successfully complete a unit flight proficiency review

PREFERRED REQUIREMENTS:
- Class 2 Medical Certificate
- FAA Commercial Rotorcraft Rated Commercial Pilot License
- Bachelor's or Associate's degree in job-related field
- Previous experience with law enforcement, search and rescue, or other related activities

PHYSICAL REQUIREMENTS:
- Must be physically able to operate a helicopter, search and rescue equipment, and a variety of automated office machines which includes computer, printer, etc.
- Must be able to use body members to work, move or carry objects or materials
- Must be able to exert up to fifty pounds of force occasionally, and/or up to thirty pounds frequently
- Physical demand requirements are at levels of those for physically active work

Other: Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to appointment. Applicants shall be required to meet State Minimum Standards for Law Enforcement Officers, and be able to complete State standard minimum training requirements after initial hiring and within the required time frame.

PHYSICAL REQUIREMENTS:

- Must meet Alabama Police Officer Standard Training Requirements (APOST)
- Must maintain a valid state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:

This position has a high risk of personal injury as compared to the general population. Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, smoke, hazardous materials, heights, machinery, traffic hazards, light hazards, and heights

Examinations: Written and/or performance examination will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

FLSA Status: Non-Exempt

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

SENIOR DEPUTY PILOT

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: The Senior Deputy Pilot performs the essential functions of the Deputy Pilot, which include flying a rotary wing aircraft (helicopter) to provide air support to law enforcement, search, and rescue activities, surveillance, crowd control (large events, civil disturbances, etc.), fire suppression, transport, and various other support for emergency/disaster management operations. This position also supervises the Deputy Sheriff Pilot and manages the maintenance of the aircraft. The Senior Deputy Pilot is also a sworn law enforcement position and may be required to perform the essential functions detailed in the Deputy Sheriff Job Description.

REPORTS TO: Sheriff

ESSENTIAL FUNCTIONS: (Actual duties may vary by divisional assignment.)

- Conducts flights in compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures established by the Federal Aviation Administration, the county, and state/federal governments
- Determines and executes appropriate flight patterns and path to accomplish mission
- Observes and relays information to law enforcement or other officials on the ground
- Transports officials as directed and ensures safety of passengers
- Maneuvers and positions aircraft and equipment as appropriate to accomplish the required task
- Performs pre-flight checks of helicopters
- Inspects helicopters and related equipment prior to departure to detect leaking fluids, inoperative controls, low fuel levels, or other unsafe conditions
- Determines feasibility of proposed flight mission
- Obtains/interprets weather briefings
- Determines whether flights are possible based on weather, terrain, pilot readiness, equipment, location, safety, and operational considerations
- Performs post-flight inspections of helicopter; refuels helicopter
- Assists with routine maintenance and testing of aircraft
- Maintains helicopter flight logbooks, helicopter maintenance log books, or other records
- Operates a variety of aircraft, machinery, equipment and tools associated with department activities, which may include a helicopter, global positioning system, aviation tools/instruments, measuring instruments, radio communications equipment, mechanic tools, or hand tools
- Prepares or completes various forms, reports, correspondence, flight logs, maintenance logs, or other documents
- Receives various forms, reports, correspondence, helicopter maintenance revisions, service bulletins, airworthiness directives, time sheets, charts, flight manuals, FAA regulations, FAA publications, bulletins, advisories, policies,

procedures, manuals, maps, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate

ADDITIONAL DUTIES:

Performs supervisory duties

- Communicates and relays directions to Deputy Sheriff Pilot
- Relays information to other personnel or agencies responding to a call
- Trains and counsels the Deputy Sheriff Pilot

Manages assigned area

- Recommends changes to the Standard Operating Procedures
- Manages and leads personnel in both office and field assignments
- Prepares and informs Deputy Sheriff Pilot of the work schedule
- Coordinates all activities within the assigned unit
- Maintains equipment and supplies assigned to personnel by conducting visual and physical inspections and scheduling periodic service and needed repairs
- Provides training opportunities to Deputy Sheriff Pilot by developing and conducting training sessions

May be required to perform other tasks as assigned by supervisor.

SUPERVISION EXERCISED: Deputy Sheriff Pilot

KNOWLEDGE, SKILL, & ABILITIES:

DATA CONCEPTION: 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

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information; includes giving assignments and/or directions to co-workers or assistants

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures; the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

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

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

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using aviation equipment, and to operate a helicopter and motor vehicles

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.; must have the ability to use one hand for twisting or turning motions while coordinating other hand with different activities; must have minimal levels of eye/hand/foot coordination

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of colors

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions such as then interpreting assignments and policies; must be adaptable to perform under stressful conditions when confronted with an emergency

PHYSICAL COMMUNICATION: Requires the ability to talk and hear. (Talking-expressing or exchanging ideas by means of spoken word) (Hearing-perceiving nature of sounds by ear)

MINIMUM REQUIREMENTS:
Citizenship: United States citizen
Age: 21 years of age or older
Education: High School diploma or GED
Experience: Must have logged a minimum of 500 flight hours in helicopters, to include 250 hours in a turbine helicopter and 50 hours in OH 58 (or Bell 206) helicopter; or any equivalent combination of education, training, and experience which provides the necessary combination of knowledge, skills, and abilities for this position

LICENSES:
- Must possess and maintain Federal Aviation Administration Commercial Rotorcraft Rated Commercial Pilot license (or higher)
- Must possess a Class 2 Medical Certificate
- Must successfully complete a unit flight proficiency review

PREFERRED REQUIREMENTS:

- Bachelor's or Associate's degree in job-related field.
- Previous experience with law enforcement, search and rescue, or other related activities.

PHYSICAL REQUIREMENTS:

- Must be physically able to operate a helicopter, search and rescue equipment, and a variety of automated office machines which includes computer, printer, etc.
- Must be able to use body members to work, move or carry objects or materials
- Must be able to exert up to fifty pounds of force occasionally, and/or up to thirty pounds frequently. Physical demand requirements are at levels of those for physically active work.

Other: Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to appointment. Applicants shall be required to meet State Minimum Standards for Law Enforcement Officers, and be able to complete State standard minimum training requirements after initial hiring and within the required time frame.

PHYSICAL REQUIREMENTS:

- Must meet Alabama Police Officer Standard Training Requirements. (APOST)
- Must maintain a valid state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS: This position has a high risk of personal injury as compared to the general population. Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, smoke, hazardous materials, heights, machinery, traffic hazards, light hazards, and heights.

Examinations: Written and/or performance examination will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

FLSA Status: Non-Exempt

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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SUPPORT SPECIALIST

EFFECTIVE OCTOBER 1, 2023

JOB SUMMARY: Incumbents of this position process reports, warrants, detainers, and registration of sex offenders and felons for the Shelby County Sheriff's Office along with other administrative duties such as processing inmate mail. The Support Specialist must also complete other duties as assigned.

REPORTS TO: Administrative Division Sergeant

ESSENTIAL FUNCTIONS: (Actual duties may vary by divisional assignment)

- Process forms, reports, and paperwork including, but not limited to, warrants, incident/offense reports, arrest reports, accident reports, detainers, and other criminal justice forms. This includes ensuring the completion of paperwork, making copies, filing, and distributing completed forms to the appropriate department or agency
- Access various criminal justice information databases in order to research, verify, enter, or remove information related to wanted individuals, background checks, and various reports and forms
- Process inmate mail including examining incoming mail for contraband and impermissible items, sorting and labeling incoming mail, and reviewing outgoing mail according to regulations
- Scan fingerprints for employees and the general public as needed
- Compose and notarize adoption and out of country letters
- Assist the public through teller style windows or through face to face contacts.
- Communicate with the public or other governmental agencies by phone, e-mail, mail, and facsimile
- May be required to perform other administrative tasks as assigned by supervisor and/or in the absence of another administrative employee

SUPERVISION EXERCISED: None

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- Shelby County Sheriff's Office personnel policies and procedures
- Shelby County Sheriff's Office chain- of- command
- software such as Microsoft Office suite (Word, Excel, Outlook), inhouse records management system, and Messenger
- The National Crime Information Center (NCIC) database
- Alacourt website and AlaCOP web portal
- Federal and Alabama law

Skill in:

- Typing – minimum 35 WPM

Ability to:

- Use a computer and other basic office equipment
- Communicate orally and in writing
- Work independently and as a team
- Maintain confidential information
- Set priorities and attend to multiple tasks at the same time
- Respond to situations in a way that does not aggravate the situation
- Pay attention to details and detect errors or discrepancies
- Comprehend technical and legal information
- Interact with persons of different backgrounds, ethnicities, or cultures
- Demonstrate interpersonal sensitivity (e.g., sympathy, empathy)
- Read, interpret and understand technical and legal information
- Establish a rapport with others
- Complete forms and paperwork
- File

MINIMUM REQUIREMENTS:
Citizenship: United States citizen
Age: 19 years of age or older
Education: High School diploma or GED
Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

PREFERRED REQUIREMENTS:

- Post-secondary education
- Experience in data entry, filing, and customer service

PHYSICAL REQUIREMENTS:

- Must meet those standards required to obtain a State of Alabama drivers license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate/rotating shifts
- Must be able to work in a confined environment with varying degrees of noise.
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:
Typically the duties and functions of this position are performed in an office environment though the exigencies of the department may require temporary assignments to other locations with different working conditions.

Examinations: Written and/or performance examinations may be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this job description and denoted on their job application and responses to any supplemental questionnaire.

Background Check: All applicants must satisfactorily complete a background investigation and in-person interviews.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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OFFICE ADMINISTRATOR - JAIL

EFFECTIVE OCTOBER 1, 2023

JOB SUMMARY:
Incumbents of this class provide administrative support to the Jail Commander. Incumbents of this class manage commissary accounts; prepare the Jail Division's annual budget; and perform billing, purchasing, and receiving activities and other administrative duties for the Jail or as assigned.

REPORTS TO: Jail Commander

ESSENTIAL FUNCTIONS:

- Manage inmate commissary accounts including receiving money, posting to accounts, preparing deposits, processing orders, maintaining stock, releasing funds, and balancing accounts to auditor standards.
- Perform purchasing duties to include maintaining stock and ordering supplies, obtaining product quotes, entering and distributing requisitions, confirming receipt of ordered products, communicating with the Shelby County Commission regarding invoices, and maintaining purchasing files. May be required to obtain and submit bid specifications to the County Commission for award.
- Prepare the Jail Division's annual budget including researching materials and equipment, assembling data, calculating costs, compiling reports, and presenting information to management.
- Prepare billing information for the Marshall's Office regarding the housing and transport of federal inmates held in the Shelby County jail.
- Perform customer service duties to assist visitors and callers with questions, problems, and concerns related to the Shelby County Jail and direct visitors to the appropriate person.
- Perform administrative duties such as maintaining jail records, preparing correspondence, approving timesheets, researching and transcribing information for internal investigations, maintaining inventory, and filling in for other personnel when needed.
- Create forms, organizational charts, presentations, and statistical reports for supervisors.
- Communicate with the public, the media, or other governmental agencies by phone, e-mail, mail, and facsimile.
- Perform miscellaneous activities to include processing commendation letters, screening callers and visitors, and filing and sorting paperwork.
- May be required to perform other administrative tasks as assigned by supervisor and/or in the absence of another administrative employee.

SUPERVISION EXERCISED: None.

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- Shelby County Sheriff's Office personnel policies and procedures
- The Shelby County Sheriff's Office chain-of-command
- The Law Enforcement Personnel Board's rules and regulations
- Software such as Microsoft Office suite (Word, Excel, Access, Publisher, PowerPoint, Outlook), in-house records management system, MUNIS, county timekeeping system (Ulti), Key Trak, visitation, accounting
- Inmate phone and commissary systems.
- The National Crime Information Center (NCIC) database
- Alacourt website and AlaCOP web portal (LETS, eCrash, eWarrants)
- Federal and Alabama law
- Auditing process of the State of Alabama Public Examiner's Office and compliance with their record keeping standards
- The bid process

Skill in:

- Typing – minimum 35 WPM

Ability to:

- Anticipate problems and correct them in a timely manner
- Use a computer and other basic office equipment
- Communicate orally and in writing
- Work independently and as a team
- Maintain confidential information
- Set priorities and attend to multiple tasks at the same time
- Respond to situations in a way that does not aggravate the situation
- Interact with persons of different backgrounds, ethnicities, or cultures
- Demonstrate interpersonal sensitivity (e.g., sympathy, empathy)
- Pay attention to details and detect errors or discrepancies in facts and information
- Read, interpret and understand technical and legal information
- Establish a rapport with others
- Complete forms and paperwork
- File
- Maintain accurate records
- Organize facts and present them in a logical order

MINIMUM REQUIREMENTS:

Citizenship: United States
Age: 19 years of age or older.
Education: High School diploma or GED.
Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

PREFERRED REQUIREMENTS:

- Bachelor's degree
- 2 years' experience in office administration or similar field
- Experience with inmate commissary and phone systems
- Experience in accounting
- Experience in state bid system

PHYSICAL REQUIREMENTS:

- Must meet those standards required to obtain a State of Alabama drivers license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate/rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:
Typically, the duties and functions of this position are performed in an office environment which is located within a jail facility though the exigencies of the department may require temporary assignments to other locations with different working conditions.

Examinations: Written and/or performance examinations may be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this job description and denoted on their job application and responses to any supplemental questionnaire.

Background Check: All applicants must satisfactorily complete a background investigation and in-person interviews.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug- free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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ACCREDITATION MANAGER

EFFECTIVE OCTOBER 1, 2023

JOB SUMMARY: This responsible position manages the accreditation process by reviewing a wide variety of complex, technical and confidential issues regarding law enforcement. By remaining abreast of the Commission of Accreditation for Law Enforcement Agencies (CALEA) standards, and working with departmental leadership the incumbent will need to identify and make recommendations to policies and procedures to align with these standards and close any compliance gaps. This position requires a wide range of duties, including record maintenance, administrative inspections and audits, and assigning tasks to other employees to achieve proof of compliance and training. This position also requires communication with representatives from CALEA when required for audits, off-site inspections, and on-site inspections.

REPORTS TO: Administrative Division Captain

ESSENTIAL FUNCTIONS:

- Managing, maintaining, and coordinating the Law Enforcement Accreditation process by reviewing standards and ensuring compliance with departmental policies, procedures and written directives.
- Conducts reviews of policies, procedures, and written directives and makes recommendations or advises leadership of areas that need revision for new standards introduced.
- Gathering and maintaining standards files to include primary and secondary proofs of compliance.
- Ability to foster cooperative working relationships with departmental members, assigning tasks, enforcing deadlines and providing accreditation guidelines as needed for training.
- Ensuring all annual and/or time sensitive reviews, reports, audits, and inventories are completed accurately and in a timely manner to meet deadlines.
- Maintains file copies for past and working departmental directives, updates, proofs of compliance, policies and procedures and standards.
- Directing on-site and web-based inspections of compliance and preparations for reaccreditation.
- Participates in planning, training, analysis, conferences and accreditation reviews.
- Composes and or/edits a variety of forms, reports, memorandums and statistics requiring independent judgment as to content, accuracy and completeness.
- Provides and presents accreditation-related training and various types of presentations to department personnel, external partners, and other agencies.
- Performs other duties as assigned.

SUPERVISION EXERCISED: None.

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- CALEA standards and processes
- Law enforcement policy & procedures
- Operations of governing laws
- Regulations of the County & State

Skill in:

- Typing-minimum 35 WPM.
- Microsoft Office Suite
- Power DMS
- Computer Aided Dispatch (CAD)
- SCSO Records Management System and other computer databases

Ability to:

- Communicate effectively both orally and in writing.
- Handle multiple tasks simultaneously and to complete projects on tight deadlines.
- Maintain confidentiality in working with sensitive information.
- Conduct document and file searches in electronic and paper document filing systems
- Work independently with little supervision
- Work accurately with attention to detail
- Work independently
- Prepare, edit and maintain accurate documents, reports, records, files and materials

MINIMUM REQUIREMENTS:

Citizenship: United States
Age: 19 years of age or older
Education: High school diploma or GED
Experience: Two (2) years of experience in an administrative role.

PREFERRED REQUIREMENTS:

Bachelor's degree in Planning, Public Administration, Business Management or a related field AND three (3) years of related experience that includes policy review and development OR an equivalent combination of education and experience.

Other:

- Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

- Must complete the Certified CALEA Accreditation course within one year of employment.

PHYSICAL REQUIREMENTS:

- Must meet those standards required to obtain a State of Alabama drivers license
- May be required to sit for extended periods of time
- May be required to travel for job related activities
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:

Working environment is an office setting. Varying degrees of activity occur in the common areas during working hours; most tasks will involve sitting at a desk and working on a computer. Incumbent must be able to work amid some distraction and prioritize multiple work assignments and tasks. This position works 8:00 am-4:30 pm, Monday-Friday, but may be required to work occasional weekends and evenings, depending on workload.

Examinations: Written and/or performance examination may be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this job description and denoted on their job application and responses to any supplemental questionnaire.

Background Check: All applicants must satisfactorily complete a background investigation and in-person interviews.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug- free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

EFFECTIVE OCTOBER 1, 2023

JOB SUMMARY: Incumbents of this class provide administrative support to the Chief Deputy. Incumbents perform a variety of employment and human resources related duties to include verification of timesheets and ensuring payroll is accurate, scheduling drug screens and performance evaluations, providing documentation for worker's compensation claims, and all other duties as assigned.

REPORTS TO: Chief Deputy

ESSENTIAL FUNCTIONS:

- Perform all background screening and application screening for each applicant, including background checks, credit checks, reference checks and applicant file preparation and maintenance throughout the process.
- Assist with the scheduling of pre-employment tests and assessments for applicants including fitness, psychological, polygraph, medical, and drug screening and prepare new hire information for all new employees to include notifying the Law Enforcement Personnel Board, establishing employment folders, preparing ID card, and activating new employee in County timekeeping software.
- APOST Applications – Provide info & submit to APOST & schedule training only if training is required.
- Prepare and maintain workers compensation and motor vehicle accident claims including obtaining first report of injury, employee statement, and other documentation and scheduling and following up on post-accident drug screen.
- Perform human resources related activities such as ensuring timesheets and payroll are accurate, maintaining employee files, coordinating random drug screens, scheduling performance evaluations, tracking military leave, and performing criminal and driver's license checks.
- Serve as ALEA TAC for state software platform.
- Provide benefits management assistance to SCSO employees as needed.
- Create forms, organizational charts, presentations, and statistical reports for supervisors.
- Communicate with the public, the media, or other governmental agencies by phone, e-mail, mail, and facsimile.
- Perform customer service duties to assist visitors and callers with questions, problems, and concerns, and direct visitors to the appropriate person.
- Perform miscellaneous activities to include processing commendation letters, screening callers and visitors, and filing and sorting paperwork.
- May be required to perform other administrative tasks as assigned by a supervisor and/or in the absence of another administrative employee.

SUPERVISION EXERCISED: None

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- Shelby County Sheriff's Office personnel policies and procedures
- The Shelby County Sheriff's Office chain-of-command
- Federal and state auditing requirements to ensure that records entered into NCIC meet compliance standards.
- Alabama Peace Officer Standards and Training Commission (APOSTC) rules and regulations, state and federal laws, and employment laws such as FMLA, ADA, and the Military Leave Act
- The application process
- The Law Enforcement Personnel Board's rules and regulations
- Software such as Microsoft Office suite (Word, Excel, Access, Publisher, PowerPoint, Outlook), in-house records management system, MUNIS, county timekeeping system (Ulti) systems
- The National Crime Information Center (NCIC) database
- Alacourt website and AlaCOP web portal (LETS, eCrash, eWarrants)
- Federal and Alabama law
- The bid process

Skill in:

- Typing – minimum 35 WPM

Ability to:

- Use a computer and other basic office equipment
- Communicate orally and in writing
- Work independently and as a team
- Maintain confidential information
- Set priorities and attend to multiple tasks at the same time
- Respond to situations in a way that does not aggravate the situation
- Interact with persons of different backgrounds, ethnicities, or cultures
- Demonstrate interpersonal sensitivity (e.g., sympathy, empathy)
- Pay attention to details and detect errors or discrepancies in facts and information
- Read, interpret and understand technical and legal information
- Establish a rapport with others
- Complete forms and paperwork
- File
- Pay attention to details and detect errors or discrepancies

- Comprehend technical and legal information
- Maintain accurate records
- Organize facts and present them in a logical order
- Anticipate problems and correct them in a timely manner

MINIMUM REQUIREMENTS:
Age: 19 years of age or older
Education: High School diploma or GED
Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

PREFERRED REQUIREMENTS:
- Bachelor's degree
- 2 years' experience in Human Resource Administration
- Experience with employee time keeping systems

PHYSICAL REQUIREMENTS:
- Must meet those standards required to obtain a State of Alabama drivers license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate/rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:
Typically, the duties and functions of this position are performed in an office environment though the exigencies of the department may require temporary assignments to other locations with different working conditions.

Examinations: Written and performance examinations may be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this job description and denoted on their job application and responses to any supplemental questionnaire.

Background Check: All applicants must satisfactorily complete a background investigation and in-person interviews.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug- free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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EVIDENCE CUSTODIAN

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: The Evidence Custodian can be a civilian employee (non-sworn) who is responsible for a variety of tasks relating to the storage and safekeeping of property and evidence submitted to the Shelby County Sheriff's Office. Job duties are technical in nature and support the overall Shelby County Sheriff's Office mission. Work is performed independently, under general supervision from an immediate supervisor from the Criminal Investigations Division. Work is reviewed for accuracy, productivity and compliance with established procedures. This position does not supervise others.

REPORTS TO: Criminal Investigations Division Commander - Captain

ESSENTIAL FUNCTIONS:

- Retrieve, process, identify, record, store, secure, and ensure the safekeeping of property and evidence according to established procedures
- Log all evidence and property into the RMS system utilized by the Sheriff's Office
- Account for all articles submitted to the property room with barcoding and tracking
- Preserve the chain of evidence upon receipt of items until such items can be released
- Maintain confidentiality as it relates to the position
- Drive to various locations and work sites to pick up property and evidence, and maintain records of when the items were received and released
- Research cases in various databases to determine their status in the judicial system
- Inventory property and evidence as it is initially placed into the property room and when it is signed out for court
- Maintain records to identify the timely destruction and/or disposal of items authorized to be destroyed in accordance with all applicable laws, policies, procedures, and accreditation standards
- Dispose of or purge evidence or property no longer needed or adjudicated by the courts through actual destruction, melting, burning or auctioning of items
- Determine what items can be returned to the lawful owner
- Coordinate with the investigators, deputies, prosecutors, and court(s) to determine what needs to be submitted to the Department of Forensic Sciences
- Update the RMS system to reflect the changes in evidence status, location, etc.
- Update the case and the appropriate personnel as to the status/findings of the items submitted to the Department of Forensic Sciences, SANE, courts, etc.
- Testify in court, as requested, regarding the chain of custody of evidence from receipt until admitted into court
- Serve as the person in contact with the public and independently answer questions and resolve concerns regarding property and evidence
- Set-up appointments for individuals to retrieve property

- Establish and maintain effective working relationships with County officials, employees, and the general public
- Be subject to spot inspections of the evidence vault, property room, and other storage locations by the supervisor or designee
- Conduct an inventory, when ordered or necessary, of the evidence vault, property room, and other storage locations
- Maintain an accurate and up-to-date filing system showing where evidence is located and proper chain of custody for each item
- Produce downloaded copies of videos for numerous end users such as the Jail Division, the Patrol Division, the Criminal Investigations Division, the Administrative staff; and the District Attorney's Office, as well as other law enforcement agencies, as directed by the Sheriff
- Maintain records of all videos that have been produced including who requested the video, the date of request, date of video, the individuals involved and who the recipient was
- Produce inmate jail phone calls for numerous users such as the Jail Division, Patrol Division, CID Division, Administrative Division, Administrative staff, the District Attorney's Office, and other law enforcement agencies
- Maintain records of all phone calls that have been produced including who requested the video, the date of request, date of video, the individuals involved and who the recipient was
- Produce evidence at court as requested by the District Attorney's Office or the Defense showing proper and correct chain of custody with each item
- Be available to have the District Attorney's Office or other attorneys come and review evidence in the evidence lab or approved storage site
- Produce copies of interviews and photographs for DHR, CID, DA's office or other law enforcement agencies
- Process evidence such as fingerprinting or fuming items when requested or needed
- Enter fingerprint cards into the AFDC computer
- Keep the Property Room, evidence lab, vault, and other storage locations neat and orderly and free of clutter
- Provide training to Sheriff's Office personnel on proper evidence collection and documentation procedures
- Attend training related to handling and processing of evidence
- Place orders with vendors for supplies required for evidence packaging and collection
- Maintain an adequate amount of evidence packaging supplies
- Coordinate with other agencies to return/retrieve property that has been recovered
- Interact with the public either in person or over the telephone when they have questions regarding property or items
- Run criminal histories on individuals wanting to retrieve firearms and determine if the individual is permitted to possess a firearm

- Coordinate with child advocacy centers (e.g. Owen's, etc.) and Children's Hospital to retrieve sexual assault kits and submit the kits to the Department of Forensic Sciences
- Meet travel requirements of the position
- Work a flexible schedule, which may include on-call, evenings, weekends, holidays and overtime
- Perform other job functions as assigned

SUPERVISION EXERCISED: None.

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- Local, state and federal laws pertaining to evidence procedures
- Relevant departmental policies and procedures
- Principles and practice of property and evidence documentation, inventory and control
- Storage and disposal of evidence and property
- Automated law enforcement information systems
- Various database and research software
- Basic warehouse and/or inventory control principles/practices
- Basic math and English
- Basic computer programs such as Microsoft Word, Excel, and Office
- Standard safety procedures

Skill to and/or Ability to:

- Effectively interact and communicate, both orally and in writing, with audiences of various social, cultural, ethnic, educational and economic backgrounds
- Testify during criminal court proceedings
- Learn computer programs utilized in property room work area
- Understand and follow written and verbal instructions
- Schedule work projects to ensure timely completion
- Independently determine and exercise good judgment to correctly handle various situations in compliance with established procedures
- Pay close attention to details; learn and apply detailed information, processes and protocols
- Work effectively and productively with others; participate as an effective member of a service-oriented team
- Establish and maintain effective working relationships with county officials, employees, the general public, and other agencies
- Operate office equipment and computers associated with the position
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner

Other Characteristics:

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

MINIMUM REQUIREMENTS:

Citizenship: United States citizen
Age: 19 years of age or older
Education: High School diploma or GED

Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

PREFERRED REQUIREMENTS:

- Bachelor's or Associate's degree in job-related field
- Two (2) years' experience in evidence room management

PHYSICAL REQUIREMENTS:

- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:

This position has a high risk of personal injury as compared to the general population. The Evidence Custodian may be exposed to graphic crime scene content, reports, or photos. Exposure to dangerous chemicals and illegal substances is also a possibility.

Examinations: No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description, and denoted on their job application and responses to any supplemental questionnaire.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

FLSA STATUS: Non-Exempt

Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

CRIMINAL ANALYST

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: The Criminal Analyst is a civilian employee (non-sworn) who is responsible for performing statistical and legal research relating to crime pattern direction, suspect-crime correlation, target suspect data and crime forecasting. The Criminal Analyst is expected to provide accurate and timely crime and intelligence information in support of patrol operations, criminal investigations, crime prevention, and administrative functions. Job duties are technical in nature, and support the overall Shelby County Sheriff's Office mission. Work is performed independently, under general supervision from the Sheriff, Chief Deputy or designee. Work is reviewed for accuracy, productivity and compliance with established procedures. This position does not supervise others.

REPORTS TO: Captain - Criminal Investigations Division Commander

ESSENTIAL FUNCTIONS:

- Providing intelligence products and reports to include relevant statistical, analytical, and research data for use in decision-making
- Working with federal, state, and local agencies to share intelligence information to assist in investigations
- Analyzing statistical data to assist in proactive and targeted investigations
- Interacting and communicating with other law enforcement personnel and analysts within fusion centers (e.g., Metro Area Crime Center) to obtain and share intelligence
- Checking anonymous tips for leads and intelligence
- Utilizing various methodology to assess crime data and develop suspect profiles
- Utilizing various methods of analysis depending on the need (e.g., link analysis, film analysis, temporal analysis, spatial analysis, financial analysis, phone tree analysis, etc.)
- Providing case support to criminal investigations by geographically linking criminal intelligence to individuals, organizations, and criminal activity
- Developing crime reports, mapping criminal activity, bulleting, charts, etc., to support policing activities
- Conducting presentations to inform of crime data, trends, patterns, etc.
- Putting statistical reports together on a weekly/monthly/or on as-needed basis
- Preparing custom reports as requested to support the Sheriff and administration with meetings, presentations, decision-making, budgets, etc.
- Other job functions as assigned

SUPERVISION EXERCISED: None.

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- United States constitutional laws
- State and federal laws

- Crime analysis techniques (types, functions, and processes utilized)
- Crime-related terminology
- Criminal justice system functions and processes
- Automated law enforcement information systems
- SCSO record management systems
- Methods and techniques used in researching, compiling, sorting, evaluating and analyzing statistical, theoretical, and factual criminal and offender information
- Computer programs such as Microsoft Word, Excel, and PowerPoint
- Knowledge of open source intelligence collection methods, techniques and sources
- Standard safety procedures

Skill in and/or Ability to:

- Identify crime patterns using a variety of techniques and sources
- Communicate clearly, concisely, and effectively, both orally and in writing, with diverse groups and individuals
- Analyze information, problems, conditions, statistical data, and prepare written descriptions and reports
- Establish and maintain effective working relationships with county officials, employees, the general public, and other agencies
- Find and use relevant "open source" information via internet/intranet, search engines, etc.
- Effectively prioritize work to meet deadlines by coordinating, performing, and completing tasks concurrently, and in a timely manner
- Respond to requests for inquiries after normal work hours to gather and share intelligence information
- Exercise sound judgment in the evaluation of the integrity of information
- Use independent judgment and make sound decisions consistent with policy and procedures
- Work well under pressure
- Network and create bonds with key personnel and agencies to improve the transfer of information between parties
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite
- Exercise confidentiality of transactions
- Represent the Sheriff's Office to the public in a professional manner that is consistent with the Office
- Be of high moral character and ethics

MINIMUM REQUIREMENTS:

Citizenship: United States
Age: 19 years of age or older
Education: High School diploma or GED

Certification: Certified Crime Analyst or Certified Crime & Intelligence Analyst through a recognized Criminal Analyst program.

Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

PREFERRED REQUIREMENTS:
Bachelor's or Associate's degree in job-related field.

PHYSICAL REQUIREMENTS:
- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:
Law enforcement office environment.

Examinations: No written or performance examination will be required for this position. Applicants are screened based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

FLSA STATUS: Non-Exempt

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JAIL SOCIAL WORKER

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: The Jail Social Worker is a licensed practitioner who helps inmates address the problems that led to incarceration. They help inmates acclimate, cope with their surroundings, and manage their emotions. They suggest ways that inmates can overcome barriers that threaten to undermine successful reintegration into the community. The Jail Social Worker also assists inmates after they are released by referring their clients to social services available within the community.

REPORTS TO: Director of Jail Social Services and Jail Captain

ESSENTIAL FUNCTIONS:

- Conducts assessments and summarizes case information for use in diagnosis, treatment (level of care), and dispositional release
- Diagnoses and/or collaborates in the formulation of a diagnosis
- Develops, monitors, and modifies treatment plans in collaboration with the interdisciplinary treatment team
- Identifies and recommends appropriate services based on assessment and, where applicable, civil or penal code commitment
- Provides individual and group therapy as delineated in the treatment plan
- Provides suicide and crisis risk assessment and intervention
- Participates in risk assessment, evaluation, and recommendation for alternate level of care placement, for release to the community, or other case disposition (with consideration for the risk the patient presents to the community)
- Coordinates discharge planning activities and acts as resource on accessing appropriate community support and services to be utilized upon release
- Responds to requests from clients/patients, family members, courts, and community agencies
- Provides social work services to family members and community agencies
- Consults with colleagues and other staff on behavior management treatment issues
- Prepares verbal and written social work reports and provides court testimony, as required by law and policy, which can be used in all legal jurisdictions
- Participates in professional meetings, committees, training, and conferences
- Participates in research and Quality Assurance and Improvement (QA&I)
- Maintains safety by assisting staff in inspecting facilities, or observing behavior to identify or intervene in security breaches that could lead to injuries or escape
- May be required to perform other tasks as assigned by supervisor
- Participates in Critical Care Team (CCT) meetings with Jail Command Staff

SUPERVISION EXERCISED: None.

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work
- Psycho/social aspects of mental and developmental and physical disabilities
- Community organization principles
- Scope and activities of public and private health and welfare agencies
- Characteristics of mental, developmental, and physical disabilities
- Current trends in mental health, public health, and public welfare, federal, and state programs

Skill in and/or Ability to:

- Utilize and effectively apply the required technical knowledge
- Establish and maintain the confidence and cooperation of clients/patients
- Secure accurate psycho/social data and record such data systematically
- Prepare clear, accurate, and concise reports
- Work with family and community agencies in preparation for discharge
- Develop and implement programs
- Provide professional consultation
- Analyze situations accurately and take effective action
- Communicate effectively

MINIMUM REQUIREMENTS:

Citizenship:	United States
Age:	21 years of age or older
Education:	Completion of a Bachelor's Degree program from an accredited school of social work, approved by the Council on Social Work Education
License:	Alabama Licensed Bachelor Social Worker (LBSW)

Special Personal Characteristics: Persons appointed to this class should have an objective and empathic understanding of individuals with mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.

Special Physical Characteristics: Persons appointed to this class are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, patients, or inmates. Assignments may include sole responsibility for the control of patients, clients, or inmates and the protection of personal and real property.

Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

PREFERRED REQUIREMENTS:
Master's degree Social Work or related field from an accredited university

PHYSICAL REQUIREMENTS:
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:
This position has a high risk of personal injury as compared to the general population. Work environment could involve exposure to a number of adverse conditions including, but not limited to, angry or hostile inmates, bodily fluids, high noise levels, moderate heights, mechanical hazards, slippery floors, bodily injuries, offensive odors, dust, and pollens.

Examinations: No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaires.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

FLSA Status: Non-Exempt

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DIRECTOR OF JAIL SOCIAL SERVICES

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: The Director of Jail Social Services is a licensed practitioner who helps inmates address the problems that led to incarceration. They help inmates acclimate, cope with their surroundings, and manage their emotions. They suggest ways that inmates can overcome barriers that threaten to undermine successful reintegration into the community. This position oversees the work of the Jail Social Worker position. The Director of Jail Social services must be able to perform the essential functions of the Jail Social Worker.

REPORTS TO: Jail Division Commander- Captain

ESSENTIAL FUNCTIONS:

- Conducts assessments and summarizes case information for use in diagnosis, treatment (level of care), and dispositional release
- Diagnoses and/or collaborates in the formulation of a diagnosis
- Develops, monitors, and modifies treatment plans in collaboration with the interdisciplinary treatment team
- Identifies and recommends appropriate services based on assessment and, where applicable, civil or penal code commitment
- Provides individual and group therapy as delineated in the treatment plan
- Provides suicide and crisis risk assessment and intervention
- Participates in risk assessment, evaluation, and recommendation for alternate level of care placement, for release to the community, or other case disposition (with consideration for the risk the patient presents to the community)
- Coordinates discharge planning activities and acts as a resource on accessing appropriate community support and services to be utilized upon release
- Responds to requests from clients/patients, family members, courts, and community agencies
- Provides social work services to family members and community agencies
- Consults with colleagues and other staff on behavior management treatment issues
- Prepares verbal and written social work reports and provides court testimony, as required by law and policy, which can be used in all legal jurisdictions
- Participates in professional meetings, committees, training, and conferences
- Participates in research and Quality Assurance and Improvement (QA&I)
- Maintains safety by assisting staff in inspecting facilities, or observing behavior to identify or intervene in security breaches that could lead to injuries or escape
- Assists the Jail Captain with scheduling of the Social Workers
- Provides guidance and supervision of the Jail Social Worker
- Recommends corrective action when appropriate
- Assesses, assists, and recommends referrals when necessary for the mental health of the inmate

- Attends and actively participates in Critical Care Team (CCT) meetings with Jail Command Staff
- May be required to perform other tasks as assigned by supervisor

SUPERVISION EXERCISED: Jail Social Worker

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work
- Psycho/social aspects of mental and developmental and physical disabilities
- Community organization principles
- Scope and activities of public and private health and welfare agencies
- Characteristics of mental, developmental, and physical disabilities
- Current trends in mental health, public health and public welfare, and federal and state programs in these fields

Skill in and/or Ability to:

- Utilize and effectively apply the required technical knowledge
- Establish and maintain the confidence and cooperation of persons contacted in the work
- Secure accurate psycho/social data and record such data systematically
- Prepare clear, accurate, and concise reports
- Work with family and community agencies in preparation for discharge
- Develop and implement programs
- Provide professional consultation
- Analyze situations accurately and take effective action
- Communicate effectively

MINIMUM REQUIREMENTS:

Citizenship:	United States
Age:	21 years of age or older
Education:	Completion of a Master's Degree program from an accredited school of social work, approved by the Council on Social Work Education.
License:	Alabama Licensed Master Social Worker.

Special Personal Characteristics: Persons appointed to this class should have an objective and empathic understanding of individuals with mental, developmental, or

physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.

Special Physical Characteristics: Persons appointed to this class are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job, without compromising their health and well-being or that of their fellow employees, patients, or inmates. Assignments may include sole responsibility for the control of patients, clients, or inmates and the protection of personal and real property.

Other: Applicants must pass a physical exam, background investigation, drug screen, psychological test, polygraph, and interviews prior to appointment.

PREFERRED REQUIREMENTS:
Doctorate Degree in Social Work or related field from an accredited university.
Licensed Clinical Social Worker ("LCSW").

PHYSICAL REQUIREMENTS:
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts.
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:
This position has a high risk of personal injury as compared to the general population. Work environment may involve exposure to a number of adverse conditions including, but not limited to, angry or hostile inmates, bodily fluids, high noise levels, moderate heights, mechanical hazards, slippery floors, bodily injuries, offensive odors, dust, and pollens.

Examinations: No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional

offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

FLSA Status: Non-Exempt

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FLEET SPECIALIST

EFFECTIVE OCTOBER 1, 2023

JOB SUMMARY: The Fleet Specialist is responsible for assisting the Fleet Manager in the maintenance and inventory of vehicles and other equipment assigned to the Shelby County Sheriff's Office.

REPORTS TO: Fleet Manager

ESSENTIAL FUNCTIONS:

Fleet Maintenance, Repair, and Installation

- Performs fleet and pool duties including transporting vehicles to and from maintenance facilities.
- Performs limited preventative maintenance, vehicle repair, vehicle equipment/hardware installation and other services as necessary.
- Diagnose and troubleshoot all related issues involving 12V electrical and up-fitted equipment.
- May attend training regarding equipment repair and maintenance.

Fleet Coordination:

- Works with Sheriff's Office personnel to identify needs related to fleet vehicles and public safety vehicle equipment.
- Makes recommendations on the purchase of new vehicles and removal of vehicles from the fleet inventory.
- Makes appropriate notifications about dealer recalls and other known recurring vehicle problems.

Equipment Coordination:

- Conducts physical inventories or access availability of equipment needed for fleet maintenance (tires, brake pads, etc.)
- Obtains bids, price quotes and helps to initiate purchase requisitions for vehicles, accessories, vehicle maintenance and repairs.
- Determines items appropriate for surplus or sale.
- Prepares and documents items for disposal.
- Maintains appropriate records of equipment coordination.

Operates Computer systems and related databases:

- Inputs information in order to perform inventory control and distribution including records search, data input and data corrections.
- Maintains automated records for items or vehicles received, orders filled, items used or damaged.
- Maintains related logs and records utilizing the agency's fleet software.

Coordinates all repairs of Sheriff's Office vehicles, lawn equipment, public safety equipment and related equipment as needed.

- Perform minor small engine repairs on lawn equipment and ATVs
- Coordinate regular maintenance tasks for lawn equipment and ATVs
- Maintain, troubleshoot and deploy LPR information platform
- Maintain, troubleshoot and deploy Mobile Command Unit

Assists Fleet Manager in long range planning for purchasing equipment.

- Assists the Fleet Manager in purchases of vehicles, public safety equipment and all up-fitted equipment and installation of equipment
- May travel to evaluate equipment that the Sheriff's Office may consider purchasing
- Research and evaluate all vehicle related technology/equipment to improve the fleet

Maintain and deploy speed radar signs while communicating with HOAs and Municipalities.

Performs all duties in a safe and efficient manner.

Performs all other duties and tasks as assigned by supervisor.

SUPERVISION EXERCISED: NONE

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- Knowledge of equipment repair, electrical repair, and preventative maintenance.
- Knowledge of methods, materials, tools and standard practices of the automotive mechanic trade.
- Knowledge of vehicle interior tear down.
- Knowledge of vehicle exterior tear down (front grill, headlights, taillights, etc.)
- Experience with hand tools, power tools, and multimeter.
- Experience in or basic knowledge of installation and troubleshooting sirens, warning lights, and other public safety vehicular equipment.

Skill in:

- Verbal skills to explain procedures and work methods and assignments.
- Reading and writing skills to read and understand repair manuals, complete reports, and order parts.
- Business Math skills.

Ability to:

- Work independently
- Communicate well with other personnel
- Work in confined, or tight spaces
- Work in extreme hot or cold temperatures
- Follow specific instructions and orders

MINIMUM REQUIREMENTS:

Citizenship: United States citizen
Age: 19 years of age or older
Education: High School diploma or GED
Experience: 5 years experience in a shop setting as a mechanic.
Additional education or training in a related field to ensure candidate can perform all job functions as listed.

PREFERRED REQUIREMENTS:

- Previous training on shop safety
- Computer skills.

PHYSICAL REQUIREMENTS:

- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS: Automotive repair environment which could include work either inside or outside of a shop. Some work will be in an office environment. Duties involve a moderate degree of risk and discomfort when installing equipment, loading or unloading equipment; operating vehicle and/or materials handling equipment for delivery and movement of equipment, parts or supplies. Employee utilizes accepted safety precautions necessary to avoid injury to self and items handled.

Examinations: No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.

Background Check: All applicants must satisfactorily complete an in-person interview, a background investigation, polygraph examination, personality inventory, and a medical examination.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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FLEET MANAGER

EFFECTIVE OCTOBER 1, 2023

JOB SUMMARY: The Fleet Manager is the primary person responsible for overseeing the maintenance and inventory of vehicles and other equipment assigned to the Shelby County Sheriff's Office.

REPORTS TO: Sheriff or designee

ESSENTIAL FUNCTIONS:

Fleet Maintenance, Repair, and Installation

- Performs fleet and pool duties including transporting vehicles to and from maintenance facilities.
- Performs limited preventative maintenance, vehicle repair, vehicle equipment/hardware installation and other services as necessary.
- Diagnose and troubleshoot all related issues involving 12V electrical and up-fitted equipment.
- May attend training regarding equipment repair and maintenance.

Fleet Coordination:

- Works with Sheriff's Office personnel to identify needs related to fleet vehicles and public safety vehicle equipment.
- Makes recommendations on the purchase of new vehicles and removal of vehicles from the fleet inventory.
- Makes appropriate notifications about dealer recalls and other known recurring vehicle problems.

Equipment Coordination:

- Conducts physical inventories or access availability of equipment needed for fleet maintenance (tires, brake pads, etc.)
- Obtains bids, price quotes and helps to initiate purchase requisitions for vehicles, accessories, vehicle maintenance and repairs
- Determines items appropriate for surplus or sale
- Prepares and documents items for disposal
- Maintains appropriate records of equipment coordination

Operates Computer systems and related databases:

- Inputs information in order to perform inventory control and distribution including records search, data input and data corrections
- Maintains automated records for items or vehicles received, orders filled, items used or damaged
- Maintains related logs and records utilizing the agency's fleet software

Coordinates all repairs of Sheriff's Office vehicles, lawn equipment, public safety equipment and related equipment as needed.

- Perform minor small engine repairs on lawn equipment and ATVs

Coordinate regular maintenance tasks for lawn equipment and ATVs

- Maintain, troubleshoot and deploy LPR information platform
- Maintain, troubleshoot and deploy Mobile Command Unit

Makes recommendations to the Sheriff for long range planning for purchasing equipment.

- Responsible for recommending the purchase of vehicles, public safety equipment and all up-fitted equipment and installation of equipment
- May travel to evaluate equipment that the Sheriff's Office may consider purchasing
- Research and evaluate all vehicle related technology/equipment to improve the fleet

Maintain, and deploy speed radar signs while communicating with HOAs and Municipalities.

Performs all duties in a safe and efficient manner.

Performs all other duties and tasks as assigned by supervisor.

SUPERVISION EXERCISED: Fleet Specialist

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- Knowledge of equipment repair, electrical repair, and preventative maintenance
- Knowledge of methods, materials, tools and standard practices of the automotive mechanic trade
- Knowledge of vehicle interior tear down
- Knowledge of vehicle exterior tear down (front grill, headlights, taillights, etc.)
- Experience with hand tools, power tools, and multimeter
- Experience in or basic knowledge of installation and troubleshooting sirens, warning lights, and other public safety vehicular equipment

Skill in:

- Verbal skills to explain procedures and work methods and assignments
- Reading and writing skills to read and understand repair manuals, complete reports, and order parts
- Business Math skills

Ability to:

- Work independently

- Communicate well with other personnel
- Work in confined, or tight spaces
- Work in extreme hot or cold temperatures
- Follow specific instructions and orders

MINIMUM REQUIREMENTS:
Citizenship: United States citizen
Age: 19 years of age or older
Education: High School diploma or GED
Experience: 10 years experience in a shop setting as a mechanic.
Additional education or training in a related field to ensure candidate can perform all job functions as listed.

PREFERRED REQUIREMENTS:
- Previous training on shop safety
- Computer skills
- Supervisory experience

PHYSICAL REQUIREMENTS:
- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS: Automotive repair environment which could include work either inside or outside of a shop. Some work will be in an office environment. Duties involve a moderate degree of risk and discomfort when installing equipment, loading or unloading equipment; operating vehicle and/or materials handling equipment for delivery and movement of equipment, parts or supplies. Employee utilizes accepted safety precautions necessary to avoid injury to self and items handled.

Examinations: No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.

Background Check: All applicants must satisfactorily complete an in-person interview, a background investigation, polygraph examination, personality inventory, and a medical examination.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

KITCHEN MANAGER, JAIL

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: The Kitchen Manager, Jail is the second supervisory level in the Jail kitchen. Incumbents are responsible for assisting the Director, Food Services - Jail with the supervision and operation of the kitchen including the planning, directing, and coordinating food services activities for the jail's overall food program. This position can be either a civilian employee or an employee with Jail Deputy experience and training. An incumbent with Jail Deputy Experience and training may also perform some of the necessary essential functions set forth in the Jail Deputy Job Description.

REPORTS TO: Director of Jail Food Services / Jail Division Commander in Absence of a Director Position.

ESSENTIAL FUNCTIONS:

- Comply with all local, state, and federal regulations related to food service
- Supervise storage, preparation, and serving of meals under sanitary conditions, in accordance with the State Health Department requirements
- Assist the Director in the supervision and training of up to twenty (20) inmate staff in the preparation of meals, sanitation and safe operation of kitchen equipment
- Assist in the evaluation of the various vendors with consideration to driving savings, increasing value, and managing risks for the procurement of food items and kitchen supplies
- Assist in calculating food costs, preparing reports, and maintaining inventory records
- Prepare food and related supply needs lists to present to the Director for ordering all food supplies
- Assist in maintaining data for ensuring adequate inventory levels of food and supplies to provide adequate food services for inmates
- Assist in maintaining inventory, procurement and accountability of kitchen supplies including cutlery, spices, cleaning agents, etc.
- Reorder kitchen supplies as needed
- Prepare food inventory and food preparation plans for jail emergencies including loss of power and off-site relocation of inmates
- Provide training and guidance for the Jail Deputy assigned to the kitchen, to help ensure he or she has a clear understanding of the operation of the kitchen
- Provide quality control with food preparation and kitchen safety through direct observation and review of video footage
- Accept and verify all food and food supply deliveries
- Consult with a certified dietitian to ensure dietary and nutritional requirements are met
- Ensure that medical and religious diet meals are prepared, as approved by medical personnel and/or facility Administrator
- Ensure timely meal preparation

- Supervise the loading and delivery of food carts to the housing pods
- Inspect delivered food items for spoilage or damage and to ensure the proper quantity of items are received
- Oversee the storage of food and food items by the inmate staff
- Supervise the operation of all food equipment such as dishwasher, ovens, griddles, steam pots, etc.
- Supervise cleaning of kitchen and kitchen equipment after preparation and completion of the meal period
- Follow and enforce all jail safety and security procedures
- Monitor and ensure the proper operation of multiple refrigerated food storage units
- May be required to perform other tasks as assigned by supervisor

SUPERVISION EXERCISED: Inmate workers

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- The proper use of equipment, appliances, conventional and convection ovens, and equipment designed for use in institutional meal preparations, dietary needs and portion control procedures
- State and County Health Department food service regulations regarding the acceptable quality of food items delivered and prepared
- Sanitation control methods for food and food preparation
- Knowledge of volume cooking methods
- Methods incorporating special dietary needs into the daily menus

Skill in:

- Math to effectively calculate food costs, budget requests and expenditures
- Reading to comprehend recipes, menus and invoices
- Written communication for preparing and maintaining records

Ability to:

- Maintain high standards of cleanliness
- Follow oral and written instructions and to keep records
- Maintain effective working relationships with co-workers, supervisors and inmate staff
- Train, coordinate, motivate and oversee the work of skilled and unskilled employees
- Use adding machine, calculator and personal computer
- Plan daily and weekly meals economically and efficiently, including leftovers
- Ability to be accessible by Jail staff during regular scheduled hours, after-hours and weekends

- Obtain a Food Certification Card (FCC) or Food Handler-in-Training Card (FITC) within 21 days upon hire

MINIMUM REQUIREMENTS:

Citizenship: United States
Age: 21 years of age or older
Education: High School diploma or GED
Experience: Two years of successful experience in the management of a kitchen with responsibility for supervision of food service personnel and for the planning, preparation, and serving of meals for at least 300 persons per meal, three meals per day.

Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

PREFERRED REQUIREMENTS:

- Associate's degree or certificate in job-related field.
- Serv-Safe Certification

PHYSICAL REQUIREMENTS:

- May be required to sit for extended periods of time.
- May be required to stand for extended periods of time
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have requisite fine motor skills

WORKING CONDITIONS:
This position has a high risk of personal injury as compared to the general population.

Examinations: No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

DIRECTOR OF JAIL FOOD SERVICES

EFFECTIVE NOVEMBER 21, 2023

JOB SUMMARY: The Director of Food Services – Jail position oversees scheduling and preparation of meals in the Shelby County Jail. Work involves training and supervising inmate kitchen staff in the preparation of meals. Work also involves the planning, managing and coordinating a large food service operation, along with knowledge of the basic techniques of preparing special menus for inmates' dietary needs. This position estimates food consumption and prepares requisitions for purchase of food, plans menus, ensures proper equipment operation and maintenance, and ensures proper safety and sanitation standards are met. The Director of Food Services must be able to also perform all of the essential functions of the Kitchen Manager.

REPORTS TO: Jail Division Commander - Captain

ESSENTIAL FUNCTIONS:

- Comply with all local, state, and federal regulations related to food service
- Supervise storage, preparation, and serving of meals under sanitary conditions in accordance with the State Health Department requirements
- Supervise and train up to twenty (20) inmate staff in the preparation of meals, sanitation and safe operation of kitchen equipment
- Find, evaluate, and select the best vendors to drive savings, increase value, and manage risks for the procurement of food items and kitchen supplies
- Calculate food costs, prepare reports and maintain inventory records, budget requests and expenditures
- Establish food and related supply needs, prepare PO's, and order all food supplies
- Reorder kitchen supplies as needed
- Order and maintain adequate inventory levels of food and supplies to provide adequate food services for inmates
- Maintain inventory, procurement, and accountability of kitchen supplies including cutlery, spices, cleaning agents, etc., to ensure jail security
- Prepare food inventory and food preparation plans for jail emergencies including loss of power and off-site relocation of inmates
- Provide training and guidance for the Jail Deputy assigned to the kitchen to help ensure he or she has a clear understanding of the operation of the kitchen
- Provide quality control with food preparation and kitchen safety through direct observation and review of video footage
- Accept and verify all food and food supply deliveries
- Consult with a certified dietitian to ensure dietary and nutritional requirements are met
- Ensure that medical and religious diet meals are prepared as approved by medical personnel and/or facility administrator
- Ensure timely meal preparation
- Supervise the loading and delivery of food carts to the housing pods

- Inspect delivered food items for spoilage or damage, and to ensure the proper quantity of items are received
- Oversee the storage of food and food items by the inmate staff
- Supervise the operation of all food equipment such as dishwasher, ovens, griddles, steam pots, etc.
- Supervise cleaning of kitchen and kitchen equipment after preparation and completion of the meal periods
- Follow and enforce all jail safety and security procedures
- Monitor and ensure the proper operation of multiple refrigerated food storage units
- May be required to perform other tasks as assigned by supervisor

SUPERVISION EXERCISED: Assistant Kitchen Manager, Staff, and Inmates

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- State and County Health Department food service regulations regarding the acceptable quality of food items delivered and prepared
- The proper use of equipment, appliances, conventional and convection ovens, and equipment designed for use in institutional meal preparations
- Dietary needs and portion control procedures
- Sanitation control methods for food and food preparation
- Knowledge of volume cooking methods
- Methods incorporating special dietary needs into the daily menus

Skill in:

- Math to effectively calculate food costs, budget requests and expenditures
- Reading to comprehend recipes, menus and invoices
- Written communication for preparing and maintaining records

Ability to:

- Maintain high standards of cleanliness
- Ability to follow oral and written instructions and to keep records
- Maintain effective working relationships with co-workers, supervisors, and inmate staff
- Train, coordinate, motivate and oversee the work of skilled and unskilled employees
- Use adding machine, calculator and personal computer
- Plan daily and weekly meals economically and efficiently, including leftovers
- Ability to be accessible by jail staff during regular hours, after-hours, and weekends

DIRECTOR OF JAIL FOOD SERVICES

EFFECTIVE NOVEMBER 21, 2023

MINIMUM REQUIREMENTS:

- Citizenship: United States
- Age: 19 years of age or older
- Education: High School diploma or GED
- Experience:
  - Four years' experience in quality food preparation in a high volume, fast paced kitchen environment which includes the planning and preparation of menus and meals, ordering food and food items, cleaning and maintenance of kitchen facilities, and the completion and maintenance of records
  - Possess a current Serv-Safe Certification
  - Four years' experience working with outside food service vendors/suppliers

PREFERRED REQUIREMENTS

- Formal culinary education, certificate, or bachelor's degree
- Five years supervisory experience in a fast-paced, high-volume kitchen
- Experience in a correctional institution kitchen environment

Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

PHYSICAL REQUIREMENTS:

- Must be able to lift, bend, climb and carry objects of light to moderate weight (15-49 pounds) short distances
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:

This position has a high risk of personal injury as compared to the general population.

Examinations: No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

FLSA Status: Non-Exempt

Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

Appendix D

LEPB Records Retention Policy

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LEPB Records Retention Policy

RECORD RETEENTION POLICY

Following is a recommended records retention policy plan for the Shelby LEPB. This recommendation recognizes that there is no exact match for records retention as outlined by the Local Government Records Commission (RDA) but takes into account various records that are covered by the RDA that likely apply to the functions and responsibilities of the Shelby LEPB. Reference is made to the RDA guidelines for Law Enforcement Agencies and Personnel Departments.

SHELBY LEPB #1

ADMINISTRATIVE POLICIES AND PROCEDURES.

These records document the formulation of policy or rule-making decisions by the Board. They may include LEPB Rules and correspondence with other governmental agencies and the public.

These files are PERMANENT.

SHELBY LEPB #2

ADMINISTRATIVE REFERENCE FILES.

These records include materials not created by the SHELBY LEPB; they serve only as a reference source of information.

These records are retained for their USEFUL LIFE.

SHELBY LEPB #3

ROUTINE CORRESPONDENCE.

These correspondence documents the routine conduct of Shelby LEPB. It does not relate to policy or rule-making decisions.

These records are retained for 3 Years.

SHELBY LEPB #4

ATTORNEY GENERAL'S OPINIONS.

These records document opinions of the Alabama Attorney General's Office regarding questions posed by the Board.

These records are retained until superseded, obsolete, or no longer useful.

SHELBY LEPB #5

LEGAL CASE FILES.

These records document lawsuits involving the Board.

These records are retained for 6 years after the case is closed.

SHELBY LEPB #6

MAILING LISTS.

These records include various standard lists of names and addresses for the purpose of office mail-outs.

These records are maintained for their useful life.

SHELBY LEPB #7

WEBSITES.

Websites are developed to provide information to the covered agencies and the public on LEPB policies, issues, services, BOARD meeting information, and administration.

These records are PERMANENT and a complete copy of the website should be preserved annually, or as significant changes are made.

SHELBY LEPB #8

BUDGETING RECORDS.

These records document preparing a budget package and reporting the status of funds, requesting amendments of allotments, and reporting budgeting performance.

These records are to be retained for 2 years following audit.

SHELBY LEPB #9

ACCOUNTING RECORDS.

(A) Routine Accounting Records. These are records of original entry or other routine accounting transactions, including journals, registers, ledgers, receipts, bank statements, deposit slips, canceled checks, and other supporting documentation.

These records are retained for 2 years following audit.

(B) General Ledgers and year-end information. These are records of final entry for all financial transactions: collecting revenue, purchasing, general accounting.

For records created prior to 1975, retention is Permanent.

For records created in or after 1975, retention is 10 years after the fiscal year in which the records were created.

SHELBY LEPB #10

PURCHASING RECORDS.

These records document the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products.

These records are retained for 2 years following audit.

SHELBY LEPB #11

AUDIT REPORTS.

These records document the overall financial condition of the BOARD and any findings of the Examiners of Public Accounts or any independent auditor during each audit period.

These records are Permanent.

SHELBY LEPB #12

CONTRACTS, LEASES, and AGREEMENTS.

These records document the negotiation, fulfillment and termination of all contracts, leases and agreements entered into by the Board, including any final contracts that are subject to the bid process.

These records are to be retained for 10 years after the expiration of the contract.

SHELBY LEPB #13

RECORDS OF FORMAL BIDS.

These records document the bid process, including the Board's requests for proposals and unsuccessful responses from service vendors.

These records are to be retained for 7 years after the bids were opened.

SHELBY LEPB #14

TRAVEL RECORDS.

These records document requests by Board members and employees for authorization to travel on official Board business and related materials, such as travel reimbursement, forms, and itineraries. These records do not include reimbursement for Board meeting expenses.

These records are to be retained for 2 years following audit.

SHELBY LEPB #15

BOARD MEETING/HEARING MINUTES, AGENDAS, and PACKETS.

These records document meetings, policies, and actions taken by the BOARD, along with the agenda of topics to be discussed at the meeting and any attachments or other documents provided to Board members.

These records are Permanent.

SHELBY LEPB #16

PERSONNEL HEARING FILES.

These records document various types of hearings that may be held by the Board, such as demotion hearings, hardship rules hearings, grievance hearings, dismissal appeals, discrimination appeals, layoff appeals, and citizen complaints or other hearings that may be heard by the Board.

These records are retained 6 years after the Board's decision and settlement of all appeals.

SHELBY LEPB #17

JOB CLASSIFICIATION and PAY PLANS.

These records document job classifications for all positions covered by the Board. They include the title, qualifications, duties, and pay for each position.

These records are retained 4 years after position is reclassified.

SHELBY LEPB #18

EXAMINATION RECORDS.

These records document the development and administration of examinations for employment in the covered department positions.

(A) Examination History Files. These files document the development of employment examinations. They include questionnaires, comparison studies, final copies of examinations, and job announcements.

These records are to be retained for 1 year after the examination is no longer used.

(B) Examination Administrative Files. These records document the administration of examinations to applicants for positions. They include rating forms, answer sheets, and lists of applicants.

These records are to be retained for 3 years.

SHELBY LEPB #19

CERTIFICATION RECORDS.

These records document the process of certifying applicants for employment. They pertain to individuals deemed qualified for covered agency positions after submitting an application and taking an employment examination.

(A) Employment Registers. These records are lists of individuals declared qualified for certain positions. They include job classifications, names of eligible applicants, and their ranking of the certification lists.

These records are retained for 1 year after superseded.

(B) Employee Certification Files. These records document the certification process with individual job applicants. They include questionnaires, training and experience records, grades, notifications, and returned postcards, letters and undelivered electronic correspondence.

These records are retained for 3 years.

SHELBY LEPB #20

EMPLOYMENT APPLICATIONS.

These records are applications by individuals for employment by a covered law enforcement agency.

Records of unsuccessful applicants are retained 3 years.

SHELBY LEPB #21

EMPLOYEE PERSONNEL FILES.

These records document each Board employee's work history (including contract employees) work history. The file may include information on employee background investigations, training, performance evaluations, disciplinary actions, promotions and demotions, awards, leave, salary.

These files are retained 6 years after separation of employee or contractor.

SHELBY LEPB #22

ANNUAL INVENTORY RECORDS.

These records document all property, equipment, or capital outlay of the Board on an annual basis.

These records are retained for 2 years following audit.

SHELBY LEPB #23

FACILITIES/BUILDING MAINTENANCE RECORDS.

These records document routine maintenance requests and activities for Board offices and equipment.

These records are Permanent.

SHELBY LEPB #24

FACILITIES/BUILDING INSPECTION RECORDS.

These records document the routine safety and maintenance inspection of Board offices and equipment.

These records are Permanent.