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**Job Description: FIELD TRAINING OFFICER****CLASS NO. 1041****EEOC CATEGORY: Protective Service Workers****PAY GROUP: 21****FLSA: Non-exempt****SUMMARY OF POSITION:**

Protects the county's residents and property and enforces laws and ordinances by supervising new Deputies in their assigned duties/shift. Duties include directing the new staff and training incoming Deputies on policies and procedures, insuring safety awareness, traffic codes and performing trainee performance evaluations. Duties also include directing the shift activities of the patrol division and performing patrol and emergency response functions.

**ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Chief Deputy.
2. Directs: Deputy Sheriff (Patrol).
3. Other: Has frequent contact with other Sheriff Department employees, other departments within the county, attorneys and judges, social workers, adult and juvenile probation officers, other law enforcement agencies, related agencies and organizations, and the general public.

**EXAMPLES OF WORK:****Essential Duties\***

Primary function is to supervise deputy training program; including high-liability training, such as firearms training, develop training curriculum, and submit related reports.

Maintain training records, and familiarize incoming Deputies with Polk County area.

Directly supervises incoming Deputy Sheriffs, and as needed supervises Deputy Sheriffs on a shift and, depending upon shift assignment, may also supervise other Sheriff's Department personnel during all or part of a shift;

Conducts performance evaluations of supervised employees and makes recommendations for salary increases, as well as for hiring, disciplining, and terminating employees;

Ensures the accuracy, completeness, and legality of all law enforcement operations and paperwork during a shift, returning any work that needs to be redone to deputies and counseling the deputies about the errors and the changes needed;

\* for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.

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Trains new recruits assigned to his or her shift, including orientation to county geography, policies, and ordinances, Sheriff's Department regulations and procedures, forms, logs, and other recordkeeping instruments and requirements;

Assigns tasks to and reviews performance of subordinate deputies, including arrest and accident reports;

Chases and apprehends suspects;

Performs patrol functions (investigating accidents or criminal complaints, enforcing ordinances, writing tickets, and making arrests) as needed throughout the county;

Responds to the public's calls for assistance;

Assists Deputy Sheriffs at the scene of a crime, disturbance, or accident when necessary;

Assists Fire Department and other police/criminal justice agencies;

Prepares complaints and reports;

Assists with special activities, public and community relations, etc.;

Requires a State of Texas Class B (commercial) driver's license;

Inspects Deputy's vehicle(s) and equipment and notes any problems that need correction, ensuring that corrections are made;

#### Other Important Duties\*

May feed and check on welfare of prisoners;

May conduct background and reference checks on applicants for Deputy Sheriff positions;

May assist with and transport mental health patients; and

Performs such other duties as may be assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* federal, state, and local laws; care of vehicles, firearms, and specialized equipment; and county geography.

*Skill to:* use vehicles, firearms, and specialized equipment.

*Ability to:* train, supervise, motivate, and evaluate staff; understand and follow departmental policies, rules, and regulations and communicate them to and interpret them for subordinates; establish and maintain effective working relationships with other law enforcement agencies, other county employees, judicial officials, and the general public; communicate effectively, both orally and in writing (above-average communication skills are required); analyze situations and adopt a quick,

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**CLASS NO. 1036 (Continued)**

effective, and reasonable course of action; and maintain Texas driver's license applicable to job responsibilities and good driving record. Familiarization with Polk County area preferred, but not required to be able to assist new Deputies with the different locations within the County.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent, plus a minimum of two years of law enforcement experience (some college work in criminal justice, intermediate certification, and/or prior supervisory experience preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

**CERTIFICATES AND LICENSES REQUIRED:**

Appropriate Texas driver's license.

Basic certification by the Texas Commission on Law Enforcement Officer Standards and Education preferred.

**Job Description: ASSISTANT MAINTENANCE TECHNICIAN****CLASS NO. 806****EEOC CATEGORY: Service-Maintenance****PAY GROUP: 12****FLSA: Non-exempt****SUMMARY OF POSITION:**

Performs construction, reconstruction, installation, repair and preventative maintenance of County buildings, facilities and equipment. Maintains buildings, facilities and equipment in efficient and workable condition relative to heat, light, power, air conditioning, plumbing and other broad environmental factors. Required to provide hand tools necessary to perform basic job duties. Works in coordination with the Maintenance Technician regarding some tasks.

**ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Maintenance Engineer.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

**EXAMPLES OF WORK:****Essential Duties\***

Performs installation, repairs, replacement and/or maintenance of county facilities and equipment; including assisting on HVAC systems, assisting with electrical wiring, generators, light fixtures, drinking fountains, ice machines, stoves, ovens, refrigerators, etc.;

Assists Maintenance Technician with installation of HVAC units and/or components located in or on county buildings;

Assist in performing a variety of electrical and plumbing installations, repairs and maintenance;

Performs a variety of carpentry duties, including construction of walls, doorways and ceilings and installation of sheetrock, ceiling tile and floor coverings;

Performs texturing, painting, finishing and refinishing;

Performs tasks assigned in conjunction with preventive maintenance programs established by the Department;

Loads, transports and unloads necessary tools, materials and equipment for assigned projects; Perform other duties as assigned.

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CLASS NO. 806 (Continued)

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* skills, techniques and equipment used in general maintenance and construction activities; including, but not limited to, minor electrical repair and installation, plumbing repair and installation, assisting with HVAC repair and preventive maintenance and structural repair of buildings.

*Ability to:* read and understand construction and utility diagrams; understand and follow written and oral instructions and request clarification when needed; safely operate and maintain tools and equipment associated with job duties; establish and maintain effective working relationships with personnel from all county departments, vendors, and the general public; maintain Texas Drivers License and good driving record.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent;

One (1) year related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

Valid Texas Drivers License.

***\*\*Recommended changes are bold and italic for your reference.\*\****

## **FAMILY AND MEDICAL LEAVE.**

**Eligible Employees.** To be eligible for family leave, an employee must have been employed by the county for at least 12 months and have worked in a regular position at least 1,250 hours during the 12 months immediately prior to the start of the leave. This policy applies equally to male and female employees. However, if both spouses are employed by the county, and the reason for the leave is to care for a newly arrived child or a sick parent, 12 weeks is the aggregate family leave limit for both. The County requires employees to use family and medical leave concurrently with accrued paid leave. Temporary employees are not eligible for family leave.

**Eligible Circumstances.** *An eligible employee is entitled to 12 unpaid workweeks of leave during a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.* An eligible employee is entitled to this leave for any one or more, of the following reasons: (1) birth or placement for adoption or foster care of a child (only within 12 months of the birth or placement); or (2) a serious health condition of a spouse, child or parent; or (3) because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

**Limitations/Restrictions.** Leave may be taken on an intermittent or reduced basis for the birth or adoption of a child only if the arrangement is agreed to by the county. However, leave for serious health conditions either of an eligible family member of the employee or the employee may be taken intermittently or on a reduced schedule if medically necessary, provided the other conditions of these policies are met.

**Temporary Transfer.** If the employee's request for intermittent leave is foreseeable based on planned medical treatment, the county may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits, that better accommodates recurring period of leave.

**Maximum Duration.** The total cumulative maximum period of time which an employee may be absent from work on family leave during any 12-month period is 12 weeks, regardless of whether all or a portion of the leave period is paid or unpaid. If an employee has accrued sick, vacation, or personal leave on the books at the time the family leave commences, the employee must exhaust those leave balance before being eligible for unpaid family leave. Once the employee's leave balances have been exhausted, the county will then provide enough unpaid family leave to total 12 weeks. During the unpaid portion of an employee's family leave period, the employee accrues no additional vacation leave, sick leave, or any other type of leave. *Any Workers Compensation injury or illness will run concurrently with FMLA if the circumstances warrant and if the employee is eligible for Family Medical Leave.*

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**Notice.** In the case of leave for birth or placement of a child, an employee must provide at least 30 days' advance notice before the date on which the leave would begin. If the employee is unable to provide 30 days' notice, he or she must provide as much notice as practicable. In the case of leave for a serious medical condition, if the leave is foreseeable based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the county's operations. The same advance notice requirements apply.

**Certification of Condition.** An employee requesting a paid or unpaid leave of absence for extended illness or temporary disability must submit to the appropriate elected official or department head a medical doctor's statement as to the date upon which the employee is no longer able to perform his or her duties or a statement that the employee is needed to care for a spouse, parent, or child, with the expected length of the recuperation period or an estimate of the time required to care for the family member, and appropriate medical facts regarding the condition. In addition, the employee must also provide the appropriate elected official or department head with a written statement from the employee concerning his or her intentions about returning to work at the county. An employee on family leave must contact the appropriate elected official or department head at least once each workweek to report on his or her condition unless a different schedule is established in writing by the elected official or department head. The county may also require status reports or to contact the office on the schedule required by the department head or elected official as grounds for disciplinary action.

**Return to Work/Assurances.** After completion of an approved family leave period, an employee will be returned either to the same position he or she held before the leave began or to a position equivalent to the previously held position in pay, benefits, and other terms and conditions of employment. Regardless of whether the family leave period is paid, unpaid, or a combination of paid, and unpaid, the employee's health insurance coverage will be continued in the same manner and at the same level as it would have been had the employee continued in employment for the duration of the family leave period. However, should the employee decide, at any time after family leave begins, that he or she will not return to work at the county, the employee must reimburse the county for health coverage premiums paid by the county on behalf of the employee during the family leave period unless the reason for not returning to work is the continuation, recurrence, or onset of a serious health condition, or something else beyond the employee's control. This is subject to certification.

**Retention of Benefits.** An employee on family leave does not lose any previously accrued benefits, but does not earn leave credit or other benefits during the unpaid portion of the leave. After returning to work from family leave, an employee receives an adjusted employment date and adjusted anniversary date which reflect the period of time the employee was on unpaid family leave. The adjusted date will be used for the purpose of calculating leave accrual and any other benefits based on longevity.

**Summary of Act.** The county has posted a summary of the Family and Medical Leave Act on its central bulletin board for employees' information.

(Legal reference: Family and Medical Leave Act of 1993 (P.L. 103-3.))

**Request for Extension of Family and Medical Leave.** If an employee requests additional unpaid leave beyond the 12-week maximum allowable under the family and medical leave provisions of these policies, any extension granted will be under the terms set out in the section of these policies headed **Other Leaves of Absence Without Pay**. Employees should read the referenced section carefully and understand the differences between these two types of leaves before requesting an extension.

**Documentation.** All documentation regarding family leave will be filed in the employee's medical file, which is maintained separate from the personnel files and is accessible to a limited number of person only on a "need-to-know" basis. (Legal reference: U.S. Americans with Disabilities Act of 1990.)