

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Corrections Officer

JOB CLASSIFICATION Corrections Officer

DOT TITLE Correction Officer

DOT NUMBER 372.667-018

DEPARTMENT Adult and Juvenile Detention

DIVISION Adult Division

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 544

CONTACT'S NAME & TITLE Eric Urie, Captain

CONTACT'S PHONE 206-205-9517

ADDRESS OF WORKSITE

King County Correctional Facility
500 5th Avenue
Seattle, WA 98104

Seattle and Regional Justice Center
620 West James Street
Kent, WA

VRC NAME Kyle Pletz

DATE COMPLETED 4/3/02

DATE REVISED 6/8/10

WORK HOURS

06:20 to 14:30, 14:20 to 22:30 or 22:20 to 06:30

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Required and optional. The amount of overtime varies upon work demand but the average amount of overtime ranges from 25 to 32 hours per month.

JOB DESCRIPTION

Corrections Officer is responsible for inmate safety and welfare. Under general supervision, this position performs inmate booking, housing, and release activities including security work within the Division of Adult Detention. The employee monitors inmates in minimum and medium security facility, inmates participating in community release programs, and inmates working in the cleaning and maintenance of the detention areas.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.

5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Twenty-one years of age plus have a high school diploma or GED. Must possess a valid Washington State Driver's License by the time of employment. Most competitive candidates will possess corrections and/or criminal justice experience.

The King County Department of Adult and Juvenile Detention has contracted with National Testing Network to conduct a portion of our entry-level and lateral transfer pre-employment testing for the position of Corrections Officer. National Testing Network will process applications and conduct the written and physical testing. The written test includes a video-based human relations test, a reading test, a count test and a report writing test. They will provide DAJD with applicant scores and DAJD Human Resources will contact qualified candidates for further processing. Complete your application at www.nationaltestingnetwork.com and schedule a date to take the written and physical tests. Tests are available throughout Washington state and the greater Northwest at frequent intervals.

Candidates selected for this position (including Lateral candidates) must submit all required forms and materials, and successfully complete each of the following:

- National Testing Network application

- Written examination conducted by National Testing Network

- Physical Ability Test conducted by National Testing Network

Successful candidates will be contacted by DAJD to proceed to the department's background investigation process. The DAJD Background Investigation process is a thorough and extensive process which includes, but is not limited to: Completion of an extensive Background Investigation Questionnaire, a polygraph examination, employment references check, criminal background check, psychological testing/evaluation, finger printing, and physical examination (pre-employment physical).

Once hired, candidates must again successfully pass a physical ability test (PAT). The post-hire PAT is administered by the Washington State Criminal Justice Training Center (WSCJTC) is required for admission to the Corrections Academy. Candidates must complete the four-week Corrections Officer Academy, a three-week orientation, six weeks assigned to a Field Training Officer, and successfully complete a one-year probationary period. The background investigation is an ongoing process and may lead to termination of employment if adverse information is obtained during employment. All candidates must be able to participate in rigorous physical training at the academy and must be able to work with inmates in physical situations. Additional details regarding the selection process are outlined below.

Additional information on physical testing - Washington State Criminal Justice Training Center requirements: All Corrections Officers will be required to pass the Physical Ability Test (PAT) upon hire. The physical pre-qualification process will include the following components:

- Push-Ups (Complete 19 push-ups)

- Sit-Ups (Complete 15 sit-ups within one [1] minute)

- 1.5 Mile Run (Complete a 1.5 mile run within 17:17 minutes)

ESSENTIAL FUNCTIONS

1. Work under direct supervision, perform work duties under stressful conditions and have contact with individuals that may be aggressive and/or confrontational.
2. Maintain security and control of the inmates and jail facility.
3. Monitor video terminals and operate control panels simultaneously to maintain perimeter security, control elevators, as well as control movement of inmates and authorized individuals.
4. Visually monitor inmate-housing area and operate control panel from wing station to maintain wing security and control movement within housing area.
5. Respond to emergency situations (i.e. inmate disturbance, escape attempt or fire).
6. Escort inmates to and from various locations within and outside of the jail facility, which may require the operation of a King County Vehicle. Locations may include the infirmary, internal or external courts, hospitals, or King County facilities.
7. Ability to identify potentially dangerous situations and take appropriate action which may include lethal and non-lethal physical force when restraining an inmate.
8. Conduct inmate receiving which may include a body search, booking, release and transfer functions, intake and issue of personal property, collect inmate signatures and review legal documents.
9. Instruct inmates on jail regulations.
10. Maintain inmate counts.
11. Write inmate infraction reports concerning security, inmate problems, emergency situations or other occurrences.

PERSONAL PROTECTIVE EQUIPMENT USED

Handcuffs, pepper spray, firearms (hand guns and/or shotgun), baton, electronic control devices (ECD), impact tools, shield, leg irons, restraint boards, restraint chair, handcuff retainer, gloves and vest.

OTHER TOOLS & EQUIPMENT USED

Finger printing kits, county vehicles, computer, control panel, pallet jack, food cart, hand truck, garbage bins, laundry carts, inmate property, identification scanner, printer, fax machine, copy machine, telephone, teletype (warrant machine), two-way radio, flashlight, x-ray machine, metal detector, metal detection wand, drug testing (Inmate UA's) and drug test kits.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly.

Standing

Health Care Provider initials if restricted _____

Occasionally on flat cement and linoleum surfaces for up to 1 hour at a time for up to 6 hours total in a work shift. Most commonly occurs while performing check-in/pre-book duties, security checks, suicide watch, maintenance watch duties, or triage watch duties. The incumbent may sit when performing triage duties and standing may vary depending on post and shift. Chairs are available in most areas of the jail and can be utilized to alternate sitting and standing.

Walking

Health Care Provider initials if restricted _____

Occasionally on flat cement and linoleum surfaces for distances of up to one-quarter mile for up to 10 minutes at a time, for up to 4 hours total in a work shift when working at the RJC facility. Incumbents working at the KCJ facility occasionally walk for up to 10 minutes at a time for up to 3.5 hours total in a shift. Most commonly occurs while walking to the courthouse, performing security checks, and transporting/escorting inmates.

Sitting

Health Care Provider initials if restricted _____

Continuously on chairs, office chairs, and stools for up to 2.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while operating the control panel, performing visual supervision duties, performing data entry, performing paperwork duties, and driving.

Climbing stairs

Health Care Provider initials if restricted _____

Rarely for up to 15 seconds at a time at heights of up to 10 feet for up to 1 minute total in a work shift. Most commonly occurs while climbing a ladder to turn a T-bar that manually opens a large rolling door.

Climbing stairs

Health Care Provider initials if restricted _____

Occasionally for up to 35 seconds at a time while climbing 30 stairs for up to 25 minutes total in a work shift. Most commonly occurs while performing suicide watch duties and security checks.

Balancing

Health Care Provider initials if restricted _____

Occasionally to frequently for up to 1 hour at a time for up to 2-3 hours total in a work shift. Most commonly occurs while traversing wet floors (inmates may flood jail areas); floors are also slick after cleaning. There may be other material on the floor such as food or bodily fluids. A heightened sense of balance is also needed when performing defensive tactics and responding to codes.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs while looking at inmates in upper pods/cells, central control looking at upper monitors, performing shakedown, performing pat-downs and performing physical inspections.

Bending neck down

Health Care Provider initials if restricted _____

Occasionally for up to 1-2 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs while looking at lower monitors, buttons and security controls in central control or staff stations. The employee also bends the neck down when performing security checks, reviewing documents and observing inmates on the ground. The employee also commonly bends the neck when holding a phone with the shoulder.

Bending/Stooping

Health Care Provider initials if restricted_____

Occasionally on flat cement and linoleum surfaces for up to 3 minutes at a time for up to 3.5 hours total in a work shift. Most commonly occurs while inspecting inmate property, opening and closing low office drawers, reaching for controls, as well as reaching for paperwork and files. When working at the RJC facility the incumbent may bend at the waist for up to 4 hours because of the use of a touch-screen computer system that may require bending to operate.

Kneeling

Health Care Provider initials if restricted_____

Occasionally on flat cement and linoleum surfaces for up to 4 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while performing cell searches, restraining inmates, and putting an inmate on a restraint board.

Squatting

Health Care Provider initials if restricted_____

Occasionally on flat cement and linoleum surfaces for up to 30 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while performing cell searches as well as inspecting bedrolls and inmate property.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Frequently for up to 1 hour and 45 minutes at a time for up to 3.5 hours total in a work shift while driving a county vehicle which may include transporting inmates to the Western State facility.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Occasionally for up to 5 seconds at a time for up to 10 minutes total in a work shift while getting uniforms for inmates, reaching for boxes, laundry, and maintenance supplies on upper shelves.

Reaching at waist to shoulder height

Health Care Provider initials if restricted_____

Frequently for up to 1 hour and 45 minutes at a time for up to 5 hours total in a work shift while driving, operating control panel, typing, performing cell searches, and performing pat-downs.

Reaching at knee to waist height

Health Care Provider initials if restricted_____

Occasionally for up to 10 seconds at a time for up to 10 minutes total in a work shift while sorting through desk drawers, reaching for files, utilizing a printer, and utilizing the tube delivery system.

Reaching at floor to knee height

Health Care Provider initials if restricted_____

Occasionally for up to 10 seconds at a time for up to 10 minutes total in a work shift while performing cell searches and pat-downs as well as inspecting bedrolls and inmate property.

Lifting 1-10 pounds

Health Care Provider initials if restricted_____

Rare for up to 5 seconds at a time for up to 3 minutes total in a work shift. Most commonly occurs with weights of 3-5 pounds while passing out food trays and lunches as well as lifting supplies that may include bottles of cleaning products. The employee also manipulates restraints, leg irons, Nova stun shield, riot baton and various pieces of personal property.

The employee continuously wears a radio, body armor, handcuffs/holster, pepper spray, expandable baton and/or firearm; equipment varies based upon assignment.

Carrying 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 200 feet to ¼ mile for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 5 pounds while transporting mail, kites (medical request forms), games, and inmate property. The employee also manipulates restraints, riot baton, Nova stun shield, leg irons and various pieces of personal property.

The employee continuously wears a radio, body armor, handcuffs/holster, pepper spray, expandable baton and/or firearm; equipment varies based upon assignment.

Lifting 11-20 pounds

Health Care Provider initials if restricted_____

Rare for 1 second at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 15-17 pounds while picking up a mattress, inmate property, mail, and items from the commissary.

The employee continuously wears a radio, body armor, handcuffs/holster, pepper spray, expandable baton and/or firearm; equipment varies based upon assignment. These items may be on a duty belt that ranges from 15-24 pounds.

Carrying 11-20 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 200 feet to ¼ mile for up to 5 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while transporting bags of laundry and inmate property.

The employee continuously wears a radio, body armor, handcuffs/holster, pepper spray, expandable baton and/or firearm; equipment varies based upon assignment. These items may be on a duty belt that ranges from 15-24 pounds.

Lifting 21-50 pounds

Health Care Provider initials if restricted_____

Rare for 1 second at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 30-40 pounds while picking up an inmate property, and bags of laundry.

The employee continuously wears a radio, body armor, handcuffs/holster, pepper spray, expandable baton and/or firearm; equipment varies based upon assignment. These items may be on a duty belt that ranges from 15-24 pounds.

Carrying 21-50 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 200 feet to ¼ mile for up to 4-5 minutes at a time, up to 6-10 minutes total in a work shift. Most commonly occurs with weights of 30-40 pounds while transporting bags of laundry and inmate property.

The employee continuously wears a radio, body armor, handcuffs/holster, pepper spray, expandable baton and/or firearm; equipment varies based upon assignment. These items may be on a duty belt that ranges from 15-24 pounds.

Lifting 51-100 pounds

Health Care Provider initials if restricted _____

Rare for 2 seconds at a time for up to 6 seconds total in a work shift. Most commonly occurs with weights of 60 pounds while assisting an inmate to his/her feet.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for distances of up to 200 feet for up to 45 seconds at a time with a force of 30 pounds for up to 5 minutes total in a work shift while opening and closing doors, moving rolling laundry bins, and moving rolling maintenance and food carts.

Handling

Health Care Provider initials if restricted _____

Frequently for up to 1.5 hours at a time for up to 3.5 hours total in a work shift while driving a county vehicle, operating a 2-way radio, using a flashlight, and holding a handgun or shotgun.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Frequently for up to 1 hour and 45 minutes at a time for up to 6 hours total in a work shift while operating the control panel at central control.

Fingering

Health Care Provider initials if restricted _____

Occasionally for up to 30 minutes at a time for up to 2 hours total in a work shift while using keys to lock and unlock doors, manipulate dials and buttons on control panel, typing, and writing.

Talking

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 3 hours total in a work shift while conversing with co-workers and inmates.

Hearing

Health Care Provider initials if restricted _____

Continuously for 2.5 hours at a time for up to 7 hours total in a work shift while listening for potential dangers and ensuring security of facility.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 6 hours total in a work shift while reading a computer monitor, security/surveillance monitor, touch-screen display, and paperwork as well as ensuring security of facility, identifying potential dangers and ensuring safe distance from inmates.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 6 hours total in a work shift while ensuring security of facility, identifying potential dangers and ensuring safe distance from inmates.

Running

Health Care Provider initials if restricted _____

Occasionally – During an emergency response, staff are expected to rapidly respond to the crises in a fast paced, slow-jog manner. Staff may be expected to run up to ¼ miles to an incident. Upon arriving to the incident, the staff is expected to have the stamina and capability to rapidly deal with whatever crisis awaits them. This may entail having to immediately assist in a use of force situation.

Defensive Tactics

Health Care Provider initials if restricted

Occasionally – Staff are trained in various use of force techniques. Staff are expected to be able to push, pull, use control techniques, impact weapons, whatever legal means necessary to control an unruly inmate. This may entail using force one-on-one, or in a team situation.

Firearms

Health Care Provider initials if restricted

Occasionally – Some staff members are trained in the use of firearms and may be tasked to work in an environment where they may have to use firearms to deal with a deadly force situation. Staff must be able to draw the firearm from their holster, and fire the weapon in a controlled manner.

ENVIRONMENTAL FACTORS

Work is performed in a correctional facility setting with exposure to felon, misdemeanor and pre-trial inmates. The employee is continuously exposed to potentially violent, intoxicated, mentally ill, high security, manipulative and/or hostile inmates. Exposure to inmates may involve need to exert physical force. Other items not used by this classification but employee is exposed to include, cleaning solutions, narcotics test kit, blood and other bodily fluids.

The noise level is

Approximately 40-90 decibels. The noise is caused by inmates,
alarms and sirens.

HCP Initials if Restricted

Work environment may include the following exposure(s):

Outside weather: rare

Wet: Rare

Fumes: Frequently from cars, cleaning solutions or pepper spray

Odors: Continuously from food, body odors, cleaning agents or pepper spray

Dusts: Continuously from within the building or from human skin

Mists: Occasionally

Moving mechanical parts: Frequently from security doors

Vibration: Occasionally while driving a vehicle

Cleaning products, and Toxic or caustic chemicals: Occasionally

HCP Initials if Restricted

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Working with explosives (firearm; handgun/shotgun): Rare with use of gun in facility but occasionally with employees who are gun qualified while at practice range or in training

POTENTIAL MODIFICATIONS TO JOB

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Kyle Pletz, VRC, Vocational Consultant
Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is: _____
☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications: _____

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions: _____

☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date