



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
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JOB ANALYSIS

Job Title:	Juvenile Detention Officer	DOT Title:	Correction Officer
SVP:	4	DOT #:	372.667-018
Location of Analysis:	1211 E. Alder Seattle, WA 98122	Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Jennifer Hernandez
Presenting VRC:		Employer Contact:	Pam Jones
Date Analysis Completed:	4/25/13	Supervisor Contact Information	Phone: 206-205-9620 E-mail: pam.jones@kingcounty.gov

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Essential Functions according to the employer:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

Juvenile Detention Officers work for the King County Department of Adult and Juvenile Detention. The Juvenile Facility operates on a 24-hour, 7 days per week basis. Incumbents work in a secure juvenile detention facility with male and female juvenile offenders. Officers interact directly with a variety of juvenile detainees who may be potentially violent, have mental health issues or may exhibit challenging behaviors. The Officers are responsible for ensuring facility safety and security and for providing care and programming to detainees while housed at the detention facility.

1. Maintain safety and security of juvenile detainees in an assigned residential unit/functional area, with special attention to their physical whereabouts, health and emotional well-being.
2. Ability to perform under stress when confronted with emergency, critical or dangerous situations; handle multiple activities happening simultaneously; exercise good judgment under stressful circumstances in which working speed and sustained attention are critical to the job.
3. Provide excellent customer service including professional and respectful behavior and communication at all times.
4. Monitor and document the movement of detainees and visitors throughout the detention facility, including admitting and releasing.
5. Develop and provide educational and/or recreational structured programming for all detainees. This includes both overseeing a program performed by volunteers/contractors and directly providing programs and groups aimed at teaching pro-social behavior, games, and other activities to detainees.
6. Ensure that all detainees have access to health and mental health services.



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7. Ensure that detainees attend educational, gym, and library services, and provide supervision.
8. Ensure that detainees are served meals and snacks, all living areas are clean, laundry is washed and detainees are properly clothed.
9. Ensure that proper hygiene and infection control practices are maintained.
10. Implement identified incentive-based behavioral management programs with detainees in a fair and consistent manner.
11. Operate electronic audio/video surveillance equipment and other life support/security systems.
12. Diffuse disruptive/destructive behaviors through problem solving, crisis intervention, advice, guidance, and/or counseling to detainees.
13. Complete observation, incident, and investigative reports; maintain accurate records on detainees.
14. Order needed supplies.
15. Search detainees/visitors as required; communicate professionally with probation counselors, attorneys, parents, law enforcement professionals, and others concerning visitation, general access, and operational issues.
16. Use appropriate physical defensive tactic and restraint techniques to subdue and restrain detainees and perform interventions as required; achieve and maintain proficiency in application and use of defensive tactics and physical agility.
17. Operate a motor vehicle to escort and transport juvenile detainees to courts and other facilities or institutions as required.
18. Must be physically able to run, sit, climb stairs, and perform physical defensive tactics.
19. Must be able to perform mandatory overtime.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

Four year Bachelor of Arts/Science college degree in Law and Justice or related social science area (including but not limited to: psychology, sociology, criminology, etc) OR an equivalent combination of an Associate degree and two years of work experience in a criminal justice field interacting with at-risk youths in a social services, correctional or security oriented environment. Must possess a valid Washington State Driver's license by time of employment. NOTE: If you have failed the Department of Adult & Juvenile Detention's background investigation process within the past two years, your application will not be considered at this time.

DESIRABLE QUALIFICATIONS:

Candidates with a four year Bachelor of Arts/Science college degree in Law and Justice or related social science area and one (1) year of full time work experience with at-risk youth or juveniles in a correctional or security oriented environment.

NECESSARY SPECIAL QUALIFICATIONS:

- Completion of Juvenile Corrections Academy
- A valid Washington State Driver's License is required.
- Must be able to obtain and maintain CPR and first aid certification
- Applicants must pass a thorough background investigation.
- Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.



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Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Gloves, handcuffs, leg irons, spit mask, N95 protective mask and wrist restraints. Utility belt, keys, two-way radio, telephone, hand set, fax, copy machine, computer, metal detection wand, metal detector, breathing barrier, suicide smock (cloth that cannot be torn and made in to a noose), flashlight, suicide knife (cutting device with unexposed blade) and a county vehicle with an automatic transmission.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input checked="" type="checkbox"/> Heavy	* Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	* Days Per Week

This is classified as a MEDIUM job by the US Department of Labor, but reclassified in this position to HEAVY due to restraining detainees.

* The normal workday is eight (8) hours, including paid lunch, and positions are overtime eligible. Must be available to work varied shifts which include days, swing, graveyard, holidays, weekends and mandatory overtime. Positions are assigned to one of four work shifts as follows: 7:00a.m. - 3:00p.m.; 3:00p.m. - 11:00p.m.; 1100p.m. - 7:00a.m., or a varied start time from 7 AM to 11 AM, depending on assignment. Officers bid on shifts and furlough days by seniority on an annual basis. Two 15 minute breaks and one 30 min. lunch are provided; posts must be manned at all times.

***Mandatory overtime may be required as assigned.**

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting						X		On an office chair or vehicle seat for up to 2.5 hrs./time for up to 7 hrs. total while driving and performing post and central control duties. The employee can alternate sitting and standing in most situations other than driving.
Standing				X				On flat linoleum, cement and wooden surfaces for up to 50min/time for up to 2 hrs. while supervising detainees in the courtyard and the gym. The employee can alternate sitting and standing in most situations.
Walking					X			On flat linoleum, cement and wooden surfaces for distances of up to 200 yards for up to 10 min/time for up to 3.5 hrs. total while walking to and from the court, gym and living quarters.



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Lifting floor – waist	N	S	O	F	C	lbs.	Up to 15 sec/time for up to 20 min total with weights of 2-5 lbs. while disbursing lunch trays, using a two-way radio and manipulating supplies. Up to 5 sec/time for up to 30 sec total with weights of 16-50 lbs. while lifting a bucket of water for cleaning, manipulating detainee personal property, lifting a restrained detainee (with the assistance of co-workers) into their bed.
		16-50	1-16				
Lifting waist–shoulder	N	S	O	F	C	lbs.	Up to 15 sec/time for up to 20 min total with weights of 2-5 lbs. while disbursing lunch trays, using a two-way radio and manipulating supplies. Up to 5 sec/time for up to 30 sec total with weights of 16-50 lbs. while lifting a bucket of water for cleaning, manipulating detainee personal property, lifting a restrained detainee (with the assistance of co-workers) into their bed.
		11-50	1-10				
Lifting above shoulder	N	S	O	F	C	lbs.	Up to 15 sec/time for up to 20 min total with weights of 2-3 lbs. while using a two-way radio.
			2-3				
Carry (Dist.)	N	S	O	F	C	lbs.	For distances of up to 200 yards for up to 2.5 hrs. at a time for up to 7 hrs. with weights of 2-3 pounds while carrying a two-way radio at all times. Up to 20' for up to 2 min total while manipulating detainee personal property or a restrained detainee (with the assistance of co-workers) to their bed. May also manipulate a bucket of water for cleaning.
		20'			600'		
Pushing/ Pulling	N	S	O	F	C	Minimal	For distances of up to 20 yards for up to 1 min/time with a force of up to 17 lbs. for up to 10 min total while opening and closing doors as well as moving a cart full of meal trays.
			17			lbs force	



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	N	S	O	F	C	
Climbing			X			Up to 5 min/time while climbing up to 8 flights for up to 10 min total while walking to and from the court as well as performing rounds in the living quarters. An elevator is available when walking to and from the court.
Balancing		X				Up to 1 min/time for up to 5 min total while walking on a wet linoleum floor.
Stooping / Bending			X			On flat linoleum, cement and wooden surfaces for up to 20 min/time for up to 1 hr. total while performing first aid or CPR, opening and closing drawers, and restraining detainees.
Twisting*			X			Up to 20 min/time for up to 1 hr. total while performing first aid or CPR, opening and closing drawers, and restraining detainees.
Squatting / Kneeling			X			On flat linoleum, cement and wooden surfaces for up to 20 min/time for up to 1 hr. total while performing first aid or CPR, opening and closing drawers, and restraining detainees.
Crawling	X					
Foot Controls			X			On a vehicle seat for up to 1 hr./time for up to 2 hrs. total while driving.
Reaching Forward (Level)					X	Up to 2.5 hrs./time for up to 7 hrs. total while driving, typing, manipulating keys and operating controls.
			X			Up to 20 min/time for up to 1 hr. total in a work shift while performing first aid or CPR, opening and closing drawers/doors, and restraining detainees
		X				Up to 1 min/time for up to 1.5 minutes total in a work shift while reaching for supplies in upper cabinets and responding to a suicide attempt by hanging.
Handle/Grasp			X			Up to 7 min/time for up to 20 min total while using a flashlight or two-way radio.
Fine Finger Manipulation					X	Up to 20 min/time for up to 6 hrs. total while writing incident reports, manipulating keys, operating a two-way radio, and operating a control panel in a post or central control.
Hand Controls					X	Up to 2.5 hrs./time for up to 7 hrs. total while driving as well as performing post and central control duties.
Repetitive Motion	X					Body part: Cycles/hr.
Vibratory Tasks	X					
Talking					X	Up to 20 min/time for up to 7 hrs. total in a work shift while directing detainees, counseling detainees and problem solving.
Hearing					X	Up to 2.5 hrs./time for up to 7 hrs. total while listening for potential dangers and ensuring security of facility.



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Visual:

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while reading a computer monitor, security/surveillance monitor, touch-screen display, and paperwork as well as driving a County vehicle, identifying potential dangers, ensuring safe distance from detainees and ensuring security of facility.

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C
Exposure to Weather			X			Noise Intensity			X		
Extreme Cold		X				Atmospheric Conditions			X		
Extreme Hot		X				Exposed Heights		X			
Wet and / or Humidity			X			Exposure to Electricity	X				
Proximity to Moving Mechanical Parts		X				Exposure to Toxic / Caustic Chemicals		X			
Exposure to Explosives	X					Exposure to Radiation	X				

Other: Work is performed in a youth detention facility setting with direct interaction with detainees. The employee is continuously exposed to potentially violent, intoxicated, mentally ill, high security, manipulative and/or hostile detainees. Exposure to detainees may involve need to exert physical force. Worker can be exposed to bodily fluids and biohazards on an occasional basis.

Analyst's Comments:

Possible Employer Modifications:



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Employee:

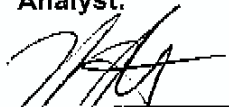
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Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:



Vocational Consultant

2/7/14

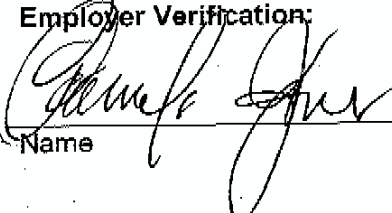
Date

Presenting VRC signature:

Vocational Consultant

Date

Employer Verification:



Name

2/7/2014

Date

Employee Verification: (optional)

Name

Date



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MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work.

State date employee is released to return to work if different from today's date _____

- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent ☐ or temporary ☐ basis.

- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- | | | |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physican | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |