



**LATERAL NEW HIRE**  
Job Analysis  
**DEPUTY SHERIFF**

Candidate Name: \_\_\_\_\_

This form lists the essential functions and required skills and abilities of this position. The following information is not intended to represent "any and all activities" of this job that could occur on a daily basis. The development of this analysis is based on information obtained from management and line workers and to the best of their knowledge is a true and correct representation of the work performed.

**Note:** In order to qualify for work as a Deputy Sheriff in any assignment, all essential functions must be able to be performed with or without reasonable accommodation.

**INSTRUCTIONS to the HEALTH CARE PROVIDER:**

**Please review the required essential abilities and indicate for each one if the Candidate is medically or psychologically able to perform them as of the date of your exam.**

In the comment box, indicate any functions in which our Candidate has limitations. This information will be used to assess whether our Candidate can fully perform this job and/or if a reasonable accommodation is needed and can be provided.

You must provide your objective medical rationale in the comment box for a skill or ability that you indicate the Candidate cannot fully perform. You may suggest an accommodation for King County to consider. Other people will determine how your answers will impact the Candidate's workers' compensation or LEOFF I disability status, if applicable. Specialists may require additional information to make those determinations.

**Definition of job and DISTINGUISHING characteristics of work:**

The Candidate serves as a commissioned officer with powers of arrest, to enforce county and state codes and ordinances and protect the lives and property of the citizens of King County.

Positions at this level perform varied law enforcement duties as commissioned officers on a 24-hour day, seven-day a week basis. Work is governed by department rules, regulations, operating procedures, and applicable federal and state law and county ordinances and requires the responsible exercise of appropriate judgment.

Work is generally performed under the direction of police sergeants who act as first-line supervisors and evaluate work performance. Candidate works eight or ten-hour shifts with a one-half hour lunch and two fifteen minute breaks as time allows. Shift work, including nights, weekends, and holidays may be required. Additional shifts may be available on a volunteer basis and overtime may be required on an as needed basis. Overtime may be required on an emergency basis.

**Job Duties:**

- **Patrol designated areas in a one-officer patrol vehicle to deter and discover crime.** Work independently or in a team for on-the-scene investigation at crime scenes, assisting persons in trouble, and rendering other public safety services as needed.
- **Enforce applicable laws and ordinances.**
- **Respond to citizen calls for assistance and provide emergency services.** Investigate family disputes, reports of maltreatment of children, and complaints about mentally ill persons, including taking principals into custody or referring them to appropriate agencies, such as juvenile and medical authorities. Respond to disaster or civil disturbances, such as labor disputes, marches, riots, special events, etc.
- **Use community policing and problem solving tools to solve chronic problems.** Participate in community policing activities, interact appropriately with the public and serve as a resource to the community.
- **Issue citations, serve warrants of arrest, and arrest persons charged with felony and misdemeanor charges.** Make arrests, carry out mandates of the court, or otherwise ensure the safety of self or others, which may require the use of force, including deadly force. Issue citations, serve Warrants of Arrest and arrest persons on misdemeanor and felony charges, including handcuffing, searching arrested persons, securing their property, and transporting prisoners to jail. Operate firearms, handcuffs and other restraint devices, chemical and impact weapons, BAC verifier (breathalyzer), radar, police belt, pepper spray and baton.
- **Investigate accidents and assists motorists and pedestrians.** Respond to accident scenes, summoning other patrol units for assistance or aid cars for treating the injured, controlling the scene, interviewing principals and witnesses, making general drawings of accident scenes, and completing standard accident reports. Operate photographic equipment and crime scene processing equipment.
- **Investigates crimes, write incident reports, and testify in courts of law.** Respond to reports of possible crime and take action as the situation requires including securing the scene, interviewing victims and witnesses, gathering evidence, completing incident and arrest reports, investigating persons suspected of being engaged in crime, securing evidence pertaining to alleged crime, and arresting suspects. Listen and respond to two-way radio. Testify in court including presenting facts and observations accurately and objectively and attesting to chain-of-custody in evidence handling. Complete necessary reports and forms by handwriting and data entry concerning alleged crime, circumstances of arrest, and available evidence and witnesses. Operate computer access terminals and personal computer. Perform administrative work.

<b>Essential Functions:</b> Restrictions must be stated in objective measurable terms. Use medical rationale to justify restriction but do not state the diagnosis. (Some essential functions may not apply to the current exam. Address only the categories that apply and mark "Not Applicable" for those that do not.)			
<b>Physical/Sensory Abilities Required:</b> Seldom: 1-10% (0-1hr)      Frequent: 34-66% (3-6 hrs) Occasional: 11-33% (1-3hrs)      Constant: 57-100% (Not restricted)		Ability to Fully Perform at This Time	Comments
<b>Physical</b>			
14	<ul style="list-style-type: none"> <li>Effectively use objects of force on a seldom basis: firearm, nightstick, mace, pepper spray, handcuffs.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
15	<ul style="list-style-type: none"> <li>Properly use personal protective equipment on a seldom to occasional basis, including but not limited to, road flares, gas masks, as well as other personal protective equipment that will assist the deputy in his/her law enforcement function or to enhance safety.</li> <li>Continually use other equipment including but not limited to: <ul style="list-style-type: none"> <li>police radio                      o first aid equipment                      o taser</li> <li>o radar                              o photographic equipment</li> <li>o BAC verifier (breathalyzer)   o crime scene processing equipment</li> <li>o police belt and bullet proof vest as required on the job assignment, as well as other personal protective equipment that will assist the deputy in his/her law enforcement function or to enhance safety.</li> </ul> </li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
16	<ul style="list-style-type: none"> <li>Perform intense physical activity on a seldom basis: <ul style="list-style-type: none"> <li>o could include running and apprehending suspects;</li> <li>o Exert significant physical force and use agility to apprehend or restrain combative or resistant subjects (4-point restraint and self-defense tactics) after extensive physical activity or non activity.</li> </ul> </li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
17	<ul style="list-style-type: none"> <li><b>Write/Use keyboard:</b> Write or print legibly on paper and/or perform data entry/retrieval on a personal computer while in car or at table/desk occasionally to frequently.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
18	<ul style="list-style-type: none"> <li><b>Stand:</b> Varies depending on work assignment up to continually throughout a shift with or without interruptions on any conceivable surface.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
19	<ul style="list-style-type: none"> <li><b>Walk:</b> Varies depending on work assignment throughout a shift with or without interruptions on any conceivable surface on an occasional to frequent basis.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
20	<ul style="list-style-type: none"> <li><b>Sit:</b> In car or office, frequently sit while wearing a bulletproof vest and complete gun belt with attachments, weighing 12-15 pounds up to entire shift.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
21	<ul style="list-style-type: none"> <li><b>Lift/carry/move:</b> Up to 10 lb. frequently; up to 50 lb. occasionally.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
22	<ul style="list-style-type: none"> <li><b>Push, Pull or Drag:</b> Seldom up to 150 lbs. for a distance of up to 20', uninterrupted, with or without assistance.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
23	<ul style="list-style-type: none"> <li>Drive a vehicle: May involve riding on rough surfaces or with vibration intermittently on a frequent basis responding to or assisting with emergencies frequently involves sudden jerks and speed and/or directional changes.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
24	<ul style="list-style-type: none"> <li>Motions performed intermittently:</li> <li><b>Continually</b> handle, finger and use foot controls, and grasp. <b>Frequently</b> reach at all levels, writing reports and forms for data entry and retrieval, use repetitive arm, shoulder, foot and leg movements to operate police vehicle.</li> <li><b>Occasionally</b> climb/descend, stoop, bend, balance, crouch, reach, squat, twist, kneel, crawl and use physical restraint.</li> <li><b>Seldom</b> shoot a gun.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>Sensory Abilities</b>			
25	<ul style="list-style-type: none"> <li><b>See:</b> Continually have visual acuity required to patrol and visually scan designated area with various light and visibility levels while maintaining public and officer safety</li> <li>Read codes, policies, maps, etc. write citations, reports, etc., operate vehicles. (Officer must meet department minimum vision requirements at time of hire and maintain, with or without corrective lenses, the visual acuity to perform the essential functions of the job.</li> <li>Must meet WSDL minimum requirements at DOL renewal periods.)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
26	<ul style="list-style-type: none"> <li><b>Hear:</b> Continually have auditory acuity required to listen, differentiate sounds and communicate in person, over radio, and by telephone with or without a hearing aid. (Interviews of subjects, gathering information, etc.)</li> <li>Officer must meet department minimum hearing requirements at time of hire and maintain ability to hear with background noises.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
27	<ul style="list-style-type: none"> <li><b>Speech:</b> talk with the public, dispatchers, supervisors, co-workers in person, on the radio, by phone and/or email others to communicate effectively in English.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>Environmental Exposures</b>			
28	<ul style="list-style-type: none"> <li>Occasionally to frequently, the Candidate may encounter environmental exposures while on duty indoors, in vehicle or outside: <ul style="list-style-type: none"> <li>o Work in all atmospheric conditions such as rain, hail or snow.</li> <li>o Work in disaster conditions such as fire, flood or water rescue.</li> <li>o Work in high exposed places such as an access rooftop, tree, fence, etc. during foot pursuit, rescue or surveillance operations. Work around dust, exhaust, smoke, drugs, contagious diseases and bleeding subjects; with chemicals or hazardous materials.</li> <li>o Exposure to loud to very loud noises as from traffic, emergency sirens, gunfire, and explosions or shouting subjects.</li> <li>o Exposure to explosions, high voltage electrical lines and moving traffic.</li> </ul> </li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

**MEDICAL PROVIDER:**

Upon review of the essential functions and abilities required for this position:

**RELEASE INFORMATION (Health Care Provider: Please Choose One)**

- ☐ As of \_\_\_\_\_ (Date), the Candidate is medically released to fully perform the essential functions of this position on a reasonably continuous basis.
- ☐ As of \_\_\_\_\_ (Date), the Candidate is medically released to perform the essential functions of this position on a reasonably continuous basis but has restrictions as stated on the job analysis, which may need to be accommodated.
- ☐ As of \_\_\_\_\_ (Date), the Candidate is not medically released to perform the essential functions of this position on a reasonably continuous basis.
- ☐ As of \_\_\_\_\_ (Date), the Candidate is permanently unable to perform  
☐ this job ☐ any work on a reasonably continuous basis as a result of his/her medical condition

*Additional information the employer should consider regarding this Candidate:*

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**RESTRICTION INFORMATION (Health Care Provider: Please Choose One)**

The release information described above concerns restrictions as follows:

- ☐ There are no restrictions.
- ☐ The restrictions are temporary. My prognosis at this time is for these restrictions to be in effect at least through \_\_\_\_\_ (Date).
- ☐ The restrictions are permanent.

*Comments:*

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**MEDICAL PROVIDER INFORMATION**

Please Print:

Provider Name:		Type of Provider/Medical Specialty:	
Address of Provider:			
City:		State:	Zip:
Phone Number:		Fax Number:	
Signature of Provider:			Date: