

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Corrections Sergeant

JOB CLASSIFICATION Corrections Sergeant

DOT TITLE Correction Officer, Head

DOT NUMBER 372.137-010

DEPARTMENT Adult and Juvenile Detention **DIVISION** Adult

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE

36 active but budgeted for 40 positions.

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

Regional Justice Center Detention Facility
620 West James Street
Kent, WA

VRC NAME Kyle Pletz

DATE COMPLETED 8/14/02

DATE REVISED 6/8/10

WORK HOURS

05:50 to 14:00, 13:50 to 22:00, and 21:50 to 06:00.

Work hours may vary based upon position.

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

The worker is responsible for the direct supervision of the correctional staff during an assigned shift. Responsible for general operation of jail including inmate booking, releasing and security functions. The worker is assigned to one of the following designated posts: Deck (inmate housing), ITR (inmate receiving/releasing), Court Detail (inmate transportation), Maintenance, Scheduling, Escape/Internal Investigation or Work Education Release.

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

Three years of continuous full-time employment with the Department of Adult and Juvenile Detention as a Corrections Officer. Successful completion of a pre-employment test. Must be able to work under direct supervision, provide direct supervision, perform work duties under stressful conditions and have contact with individuals that may be aggressive and/or confrontational. The individual must be gun qualified with the Department of Adult and Juvenile Detention at the time of promotion or before probation is concluded. Successful completion of CPR certification. Supervise a diverse group of employees, including but not limited to: Correction Officers and Correctional Technicians.

ESSENTIAL FUNCTIONS

1. Provides direct supervision, performs work duties under stressful conditions and has contact with individuals that may be aggressive and/or confrontational.
2. Supervises a diverse group of employees, including but not limited to: Correction Officers, Correctional Technicians and inmates.
3. Ensures safety and security in facilities. Monitors, evaluates, assesses accuracy, corrects or trains Correctional Officers in their tasks of: signing off on inmate infraction reports to ensure it complies with disciplinary procedures.
4. Reviews reports, makes appropriate recommendations, evaluates work performance, and requests disciplinary actions for Corrections Officers and Corrections Technicians.
5. Recommends, documents, reports and implements administrative changes or modifications in operating procedures.
6. Reviews inmate infraction reports.
7. Enforces performance standards among uniform and non-uniformed staff.
8. Documents any breaches of security/code of conduct as well as recommends disciplinary action on uniformed staff and responds to citizen and inmate requests for information and complaints.
9. Supervises situations of a potentially volatile or dangerous nature and responds to emergency situations. Uses physical restraints and ensures physical force is appropriate when needed. Maintains security and control of the inmates and jail facility.
10. Maintains training and certifications.
11. Ability to perform the duties of Corrections Officers and subordinates.
12. Ability to perform the duties of the Watch Commander in their absence.
13. Ability to testify at court proceedings.
14. Ability to drive to transport prisoners. Ability to wear bullet resistant body armor and carry department approved weapons & leather gear.
15. Monitors follow-up on medical issues. Monitors, schedules overtime, evaluates, corrects or instructs Correctional Officers in their tasks of: escorting inmates between floors and to/from infirmary or Court; escorting inmate to/from various outside courts, hospitals or County facilities utilizing County vehicle and armed with non-lethal weapon and/or firearm.

16. Monitors operations in minimum, medium and maximum-security facilities and inmates participating in community release programs. Interprets and assures that proper jail Procedures/policies are followed.
17. Provides emergency medical aid.
18. Performs specific duties in the administering of tasks in special units as noted below.

Court Detail:

1. Supervises the transportation of inmates to court, hearings and other areas by the Correction Officers, requiring transport services.
2. Must have knowledge of emergency procedures for various King County Facilities
3. Knowledge of Court Detail computer system to answer questions from a variety of sources.
4. Acts as a liaison with criminal justice and law enforcement agencies.

Internal Investigations Unit:

1. Performs confidential work such as 1) investigates prospective employees and 2) intra-departmental liaison, 3) investigates employee misconduct violations, 4) investigates complaints from community.
2. Reviews preliminary investigation and fact-finding process through general procedures, conducts investigations as assigned, maintains confidentiality throughout the investigation, coordinates the investigative efforts of other employees and maintains necessary records.
3. Reports directly to the Captain of the Internal Investigations Unit and the Director. Generates paperwork regarding investigations. Works with other agencies and the public. Makes a recommendation on each case file based on the facts of the investigation. Assists the Background Investigator as needed.
4. Conducts interviews/investigations with employees.

Work Release Unit:

1. Inspects dorms and appropriate documentation.
2. Coordinates maintenance and repair of equipment.
3. Oversees ordering of supplies and food.
4. Must have knowledge of emergency procedures of the King County Courthouse.

Administrative Unit:

1. Day to day approval of all Corrections Officers and Corrections Technicians leave. Creates waiting list for individuals desiring leave.
2. Monitors sick leave usage or provides information to Facility Command staff. Oversees yearly vacation schedule for Officers.
3. Coordinates shift assignment and roster annually.
4. Coordinates quarterly review for shift adjustments.
5. Administers sick leave use/furnish proof policy.
6. Coordinates annual vacation schedule for Corrections Officers and Correctional Technicians.
7. Maintains access level computer system.
8. Monitors overtime usage.
9. Tabulates no-pay list for all staff.
10. Coordinates leave and shift rotations for Sergeants.

Maintenance and Supply Unit:

1. Coordinates purchases and use of a multi million-dollar inventory for consumption by inmates and staff.
2. Schedules trades personnel for repair of facility and equipment.
3. Maintains parking roster for department and must communicate for payroll withdrawal for facilities management. Maintains department inventory of equipment and furniture.
4. Performs basic responsibilities of Sergeant in supervising staff for the maintenance, repairs, storage and issue of all supplies necessary for the jail operation.
5. Performs basic operating procedures of assigning specific work or adopting and implementing a team concept. Administration, tracking and supervision of staff and needed equipment/supplies.
6. Maintains and repairs jail fixtures and equipment. Orders, receives, stores, inventories and issues of all jail supplies and equipment.
7. Creates memos for the scheduling of events related to the maintenance and supply of the jail.
8. Provides security for non-department personnel, inmate workers in other jail areas, personnel and contractors at the service entry/loading dock, laundry facility, and various other facilities and/or locations.

Specialized Investigations Unit:

1. Performs investigations on cases where the inmate is no longer in custody due to ***violations of the EHD, WER or minimum security (NRF) settings. Is the primary criminal investigator in cases of jailbreaks, escapes and release-in-error bookings.*** Works as the primary law enforcement investigator for all DAJD escapes.
2. Performs basic responsibilities of providing main contact between prospective employees and the Department, investigates prospective employees; ensures compliance with local, state and federal laws regarding employment, and conducts background checks on persons requiring access to DAJD.
3. Maintains a log/record of escapes from jail settings or community corrections programs. Completes the necessary paperwork for warrant reissue of escaped inmates.
4. Initiates DAD infraction rule report citing inmate escape and make recommendation of "good-time" loss. Distribute "Wanted Posters" and "Escape Posters" of escaped inmates to the law enforcement community.
5. Completes and files an escaped criminal case file with the King County Prosecutor's office. Follows-up on tips, leads and investigations that, hopefully will progress to the capture of the escaped inmate.
6. Coordinates and participates with police agencies in the apprehension/capture of escaped inmates. Testifies at inmate escape trials as the lead investigator.
7. Prepares statistical reports relating to jail and community corrections escapees.
8. Informs and educates Community Corrections Program participants on the penalties of escape.
9. Acts as a liaison with local law enforcement agencies and task forces.
10. Conducts Criminal History Records Check (CHRC) for DAD Community Programs & Services applicants.
11. Gathers and provides pertinent information to law enforcement agencies.
12. Supervises criminal investigations unit.

Criminal Investigations Unit:

1. Must have advanced working knowledge of the criminal laws of the Revised Code of Washington (RCW).
2. Must be able to establish a controlled crime scene.
3. Acquires/possesses interview techniques. Takes written/taped statements of events that transpired during a crime.
4. Compiles and completes a criminal investigative case. Files the case for future judicial action with the King County Prosecutors' Office.
5. Maintains log/records of accountable case files, evidence and property.
6. Performs criminal background checks on suspects/victims.
7. Testifies in court proceedings in the capacity of a criminal investigator.

NON-ESSENTIAL FUNCTIONS

1. Participating in disciplinary proceedings and hearings.
2. Participating on various committees.
3. Instructing classes.
4. Attending job fairs.
5. Conducting tours.

PERSONAL PROTECTIVE EQUIPMENT USED

Handcuffs, pepper spray, firearms (handguns and/or shotguns), impact weapons, , shield, riot gear, pager, shotgun, leg irons, restraint boards, restraint chair, retainer cord, gloves and vest.

OTHER TOOLS & EQUIPMENT USED

Utility belt, narcotics test kit, county vehicles, , computer, CRIMES image data system, printer, video camera, camera, digital camera, fax machine, pen, pencil, documents, copy machine, telephone, teletype (warrant machine), two-way radio, flashlight, magnetometer and metal detection wand.

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

Light per DOT but heavy in this particular instance.

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and

pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Heavy—exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-2- pounds of force constantly to move objects.

Standing

Health Care Provider initials if restricted_____

Occasionally on flat linoleum and cement surfaces for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing roll call duties, signing security log sheets, supervising subordinates as well as conversing with inmates, co-workers and subordinates.

Walking

Health Care Provider initials if restricted_____

Continuously on flat linoleum and cement surfaces for distances of up to 842 feet for up to 3 minutes at a time for up to 7 hours total in a work shift. Most commonly occurs while checking the security of halls, supervising subordinates and inmates, as well as responding to incidents.

Sitting

Health Care Provider initials if restricted_____

Continuously on an office chair or automobile seat for up to 2.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while performing computer duties and transporting inmates using a County vehicle with an automatic transmission. Inmates may be transferred to locations as far as Yakima, WA.

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 15 seconds at a time while climbing 2 flights for up to 7 minutes total in a work shift. Most commonly occurs while performing checks in inmate living area.

Climbing

Health Care Provider initials if restricted_____

Rare on a ladder to heights of up to 5 feet for up to 5 seconds at a time for up to 10 seconds total in a work shift. Most commonly occurs while climbing a ladder for manually operation of cell and jail doors during emergency situations.

Balancing

Health Care Provider initials if restricted_____

Occasionally on flat linoleum and cement that may be wet for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while walking wet floors, during combat situations and when participating in weapons training.

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 linoleum and cement surfaces for up to 20 minutes at a time for up to 35 minutes total in a work shift. Most commonly occurs while administering CPR or first aid, restraining inmates as well as reaching for items in low drawers or on lower shelves.

Kneeling

Health Care Provider initials if restricted _____

Occasionally on flat linoleum and cement surfaces for up to 20 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while administering CPR or first aid, restraining inmates, responding to combative situations, and participating in firearm re-qualification testing.

Squatting

Health Care Provider initials if restricted _____

Occasionally on flat linoleum and cement surfaces for up to 5 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs while administering first aid, reaching for supplies, restraining an inmate, responding to a medical situation, and conversing with inmates through the pass-through.

Crawling

Health Care Provider initials if restricted _____

Rare on flat linoleum and cement surfaces for distances of up to 3 feet for up to 3 seconds at a time for up to 6 seconds total in a work shift. Most commonly occurs while performing crime scene investigations.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while transporting inmates using a County vehicle with an automatic transmission.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rare for up to 5 seconds at a time for up to 25 seconds total in a work shift while reaching for supplies on upper shelves and manually opening jail and cell doors in emergency situations.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving a County vehicle, performing computer duties as well as manipulating documents and keys

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 20 minutes at a time for up to 40 minutes total in a work shift while performing CPR and first aid, restraining inmates, responding to combative situations, using a two-way radio, and reaching for various items on the utility belt.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 20 minutes at a time for up to 40 minutes total in a work shift while performing CPR and first aid, restraining inmates and responding to combative situations.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 1 to 8 pounds while using a, shotgun, handgun, riot gear, camera, ream of paper, impact weapons and a two-way radio.

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 _____

Continuously for distances of up to 842 feet for up to 2.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs with weights of 2 pounds while carrying a two-way radio.

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 up to 10 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 15 pounds while manipulating various supplies.

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 _____

Rare for distances of up to 15 feet for up to 10 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 15 pounds while moving various supplies.

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 up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 40 pounds while moving a restraint board or a mattress.

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_____

Rare for distances of 20 feet for up to 20 seconds at a time for up to 40 seconds total in a work shift. Most commonly occurs with weights of 40 pounds while moving a restraint board or a mattress.

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.

Lifting 100+ pounds

Health Care Provider initials if restricted_____

Rare for up to 1 minute at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 150 pounds while responding to a suicide by hanging attempt.

Pushing and Pulling

Health Care Provider initials if restricted_____

Occasionally for up to 5 seconds at a time with a force of up to 17 pounds for up to 10 minutes total in a work shift while opening and closing doors and office drawers.

Handling

Health Care Provider initials if restricted_____

Occasionally for up to 1 minute at a time for up to 2 hours total in a work shift while using a flashlight, two-way radio, pepper spray, firearm, camera, telephone and impact weapons.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while transporting inmates using a County vehicle with an automatic transmission.

Fingering

Health Care Provider initials if restricted_____

Frequently for up to 15 minutes at a time at a time for up to 4 hours total in a work shift while performing computer duties and writing as well as manipulating keys and documents.

Feeling

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 performing shakedowns, pat-downs and physical inspections.

Talking

Health Care Provider initials if restricted_____

Frequently for up to 10 minutes at a time for up to 4 hours total in a work shift while answering the telephone as well as conversing with co-workers and subordinates.

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 hours at a time for up to 6.5 hours total in a work shift while reading documents, writing, performing computer tasks, driving a County vehicle, looking for potential dangers and ensuring security of facility.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 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: Occasionally

Wet: Rare

Fumes: Occasionally from cars, cleaning solutions or pepper spray

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

Dusts: Occasionally from within the building or from human skin

Mists: Rare

HCP Initials if Restricted

| |
|--|
| |
| |
| |
| |
| |
| |

KING COUNTY JOB ANALYSIS COMPLETED ON: 1/14/10

JOB TITLE: Corrections Sergeant

DOT #: 372.137-010

EMPLOYEE:

CLAIM #

Moving mechanical parts: Frequently from security doors

Vibration: Occasionally while driving a vehicle

Toxic or caustic chemicals: Occasionally

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

None identified

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