# Job Analysis Form

## DETENTION OFFICER

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**CONTACT'S NAME & TITLE** Terri-Lee Taylor-Smith, Detention Supervisor

**CONTACT'S PHONE** 206-205-9516

**ADDRESS OF WORKSITE**

1211 E. Alder  
Seattle, WA 98122

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 8/13/02  
**DATE REVISED** 1/2/04

**WORK HOURS**

7:00am to 3:00pm, 3:00pm to 11pm, and 11:00pm to 7:00am.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)

Required on a rare occasion.

**JOB DESCRIPTION**

The Juvenile Corrections Officer is responsible for detainee safety and welfare. Under general supervision, this position performs detainee booking, housing, and release activities including security work within the Department of Youth Services.

**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**
Equivalent of two years of full-time work experience in a criminal justice field or interacting with at-risk youths in a social services, correctional or security oriented environment. College degree in Law and Justice or related area is preferred but not required. The candidates selected for this position must successfully complete a written examination, a thorough background investigation, including a polygraph examination, psychological testing/evaluation, and physical examination. Candidates offered employment must also successfully complete a probationary period, which includes detention orientation, CPR certification, first aid training, physical force and restraint training and completion of the Juvenile Security Academy to obtain regular employment.

ESSENTIAL FUNCTIONS

1. Transport and maintain direct and indirect supervision of juvenile and designated adult incarcerated offenders both in and out of the secure perimeter of the detention facility.
2. Conduct and supervise visitation between detainees and visitors.
3. Provide and maintain written records of movement and activity of all detained persons.
4. Admit, transfer and release detainees; inventory, record and store personal effects.
5. Log all incidents and provide proper documentation for special problems.
6. Operate computer, electronic video and audio monitoring equipment, metal detectors and security doors.
7. Conduct visual, frisk-and-strip searches and facility searches as authorized.
8. Respond to all emergencies and intervene in any physical confrontation or attack using appropriate necessary force.
9. Develop and oversee a structured program for all detained persons.
10. Overseer and ensure all detainees are fed and clothed, living areas are clean and proper personal hygiene is maintained.
11. Provide crisis intervention, guidance and counseling to detainees.
12. Act as liaison with correctional facilities, courts, police and the public.
13. Perform work duties under stressful conditions and have contact with individuals that may be aggressive and/or confrontational.
14. Visually monitor living area and operate control panel from post to maintain living security and control movement within living area.
15. Maintain control with direct supervision of up to 13 detainees.
16. Escort detainee between floors and to/from Health Clinic or court; escort detainee to/from various outside courts, hospitals or County/State facilities utilizing a County vehicle with an automatic transmission.
17. Conduct detainee receiving including a body search, booking, release and transfer functions by collecting necessary information from detainee or other agency; intake/issue personal property, collect detainee signatures and review legal documents.
18. Screen detainee visitors (this may include a wide variety of persons) to ensure no contraband, weapons or other inappropriate items enter the detention facility.
19. Instruct detainee on detention rules; maintain detainee counts; write detainee disciplinary reports concerning security, detainee problems, emergency problems or other occurrences.
20. Provide previously prepared food to detainees on trays and provide for the removal of the tray after meal is completed.
21. Order, receive and stock materials and supplies utilized within facility; escort construction, repair and other individuals throughout the facility.

22. Monitor detainees in security facility and detainees participating in continue of care (COC) programs; supervise work of detainee workers in the cleaning and maintenance of the detention areas.

NON-ESSENTIAL FUNCTIONS
1. Participates in staffing proceedings and hearings as assigned.
2. Relieve other workers of their assignment during lunch and break periods.
3. Collects and distributes detainee commissary requests and issues supplies.

PERSONAL PROTECTIVE EQUIPMENT USED
Gloves, handcuffs, leg irons, spit mask and wrist restraints.

OTHER TOOLS & EQUIPMENT USED
Utility belt, keys, two-way radio, telephone, hand set, fax, copy machine, computer, metal detection wand, metal detector, suicide smock (cloth that cannot be torn and made into a noose), flashlight, suicide knife (cutting device with unexposed blade) and a county vehicle with an automatic transmission.

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 per DOT, but Heavy in this particular instance due to the restraining of inmates.

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.

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

Occasionally on flat linoleum, cement and wooden surfaces for up to 50 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while supervising detainees in the courtyard and the gym. The employee can alternate sitting and standing in most situations.
Walking
Frequently on flat linoleum, cement and wooden surfaces for distances of up to 200 yards for up to 10 minutes at a time for up to 3.5 hours total in a work shift. Most commonly occurs while walking to and from the court, gym and living quarters.

Sitting
Continuously on an office chair or vehicle seat for up to 2.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while driving and performing post and central control duties. The employee can alternate sitting and standing in most situations other than driving.

Climbing stairs
Occasionally for up to 5 minutes at a time while climbing up to 8 flights for up to 10 minutes total in a work shift. Most commonly occurs 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
Rare for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while walking on a wet linoleum floor.

Bending neck up
Continuously Frequently Occasionally Rarely & Highly Repetitive for at a time for up to total in a work shift. Most commonly occurs while

Bending neck down
Continuously Frequently Occasionally Rarely & Highly Repetitive for at a time for up to total in a work shift. Most commonly occurs while

Bending/Stooping
Occasionally on flat linoleum, cement and wooden surfaces for up to 20 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing first aid or CPR, opening and closing drawers, and restraining detainees.

Kneeling
Occasionally on flat linoleum, cement and wooden surfaces for up to 20 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing first aid or CPR, opening and closing drawers, and restraining detainees.

Squatting
Occasionally on flat linoleum, cement and wooden surfaces for up to 20 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing first aid or CPR, opening and closing drawers, and restraining detainees.

Operating Controls with Feet
Continuously on an office chair or vehicle seat for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving.
Reaching above shoulder height  
Health Care Provider initials if restricted
Rare for up to 1 minute at a 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.

Reaching at waist to shoulder height  
Health Care Provider initials if restricted
Continuously on an office chair or vehicle seat for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving, typing, manipulating keys and operating controls.

Reaching at knee to waist height  
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 while opening and closing office drawers and doors.

Reaching at floor to knee height  
Health Care Provider initials if restricted
Occasionally on flat linoleum, cement and wooden surfaces for up to 20 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing first aid or CPR, opening and closing drawers, and restraining detainees.

Lifting 1-10 pounds  
Health Care Provider initials if restricted
Occasionally for up to 15 seconds at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 2-5 pounds while disbursing lunch trays, using a two-way radio and manipulating supplies.

Carrying 1-10 pounds  
Health Care Provider initials if restricted
Continuously for distances of up to 200 yards 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 2-3 pounds while carrying a two-way radio at all times.

Lifting 11-20 pounds  
Health Care Provider initials if restricted
Rare for up to 5 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 16 pounds while lifting a bucket of water for cleaning or manipulating detainee personal property.

Carrying 11-20 pounds  
Health Care Provider initials if restricted
Rare for distances of up to 10 feet for up to 5 seconds at a time and up to 30 seconds total in a work shift. Most commonly occurs with weights of 16 pounds while lifting a bucket of water for cleaning or manipulating detainee personal property.

Lifting 21-50 pounds  
Health Care Provider initials if restricted
Rare for up to 5 seconds at a time for up to 10 seconds total in a work shift. Most commonly occurs with weights of 30 to 50 pounds while lifting a restrained detainee, with the assistance of co-workers, into their bed.
Carrying 21-50 pounds

Health Care Provider initials if restricted

Rare for distances of up to 20 feet for up to 30 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 30 to 50 pounds while carrying a restrained detainee, with the assistance of co-workers, to their bed.

Pushing and Pulling

Health Care Provider initials if restricted

Occasionally for distances of up to 20 yards for up to 1 minute 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 as well as moving a cart full of meal trays.

Handling

Health Care Provider initials if restricted

Occasionally for up to 7 minutes at a time for up to 20 minutes total in a work shift while using a flashlight or two-way radio.

Operating Controls with Hands

Health Care Provider initials if restricted

Continuously on an office chair or vehicle seat for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving as well as performing post and central control duties.

Fingering

Health Care Provider initials if restricted

Continuously for up to 20 minutes at a time for up to 6 hours total in a work shift while writing incident reports, manipulating keys, operating a two-way radio, and operating a control panel in a post or central control.

Feeling

Health Care Provider initials if restricted

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while feeling under objects for contraband when performing dorm searches.

Talking

Health Care Provider initials if restricted

Continuously for up to 20 minutes at a time for up to 7 hours total in a work shift while directing detainees, counseling detainees and problems solving.

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 driving a County vehicle, identifying potential dangers, ensuring safe distance from inmates 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 6 hours total in a work shift while identifying potential dangers and ensuring security of facility.
ENVIRONMENTAL FACTORS

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.

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

Work environment may include the following exposure(s):
Outside weather: Occasionally-Frequently
Wet: Occasionally
Humidity/dampness
Odors: Frequently
Dusts: Occasionally
Mists: Occasionally
Vibration: Frequently

POTENTIAL MODIFICATIONS TO JOB

An ergonomic chair for increased comfort during extended durations of sitting when performing post or central control duties. The worker can alternate sitting and standing in most circumstances.

Comment [K1]: This comment was in the job description section on the electronic copy but not on the hardcopy.
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.

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 _____________
KING COUNTY JOB ANALYSIS COMPLETED ON:
JOB TITLE: Detention Officer
EMPLOYEE: CLAIM #

DOT #: 372.667-018

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

KCJA Template rev. 10/31/03