

<p>area, library, visitation area, medical treatment room, and elevator.</p> <ul style="list-style-type: none"> Visually monitor inmate housing area and operate control panel from Wing station to maintain wing security and control movement within housing area. 	<p>while operating control panel and observing overhead monitors. Ability to hear audible tones.</p> <ul style="list-style-type: none"> Walking/standing is used to move around prison area or within the control booth. Additionally, stair climbing is used to access control booth and/or inmate areas. In cases of emergency staff may be required to exert significant physical effort and use most body motions in an effort to restrain an inmate or assist in restraining an inmate. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>3) Maintain security and control of the inmates and jail facility. Respond to emergency situations (i.e. inmate disturbance, escape attempt or fire) to maintain or regain security and safety.</p>	<ul style="list-style-type: none"> Follow State/County approved techniques for defense. The ability to react quickly and appropriately to changing inmate situation. Evaluate situation and determine appropriate enforcement method that may include the proper use of firearm, pepper spray, baton, shield, helmet, bullet-proof vest and other types of restraining devices. 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. Employee must physically be able to run, walk, climb stairs, and may be required to exert significant physical force in restraining inmates. Employee may have the assistance of other worker(s). Transport inmate, when necessary, using restraint board which may require lifting up to 100 pounds. Assistance available for transporting inmates weighing more than 200 lbs. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>4) Escort inmates between floors and to/from infirmary or court; escort inmate to/from various outside courts, hospitals or County facilities utilizing County vehicle and armed with non-lethal weapon and/or firearm.</p>	<ul style="list-style-type: none"> Ability to be aware of inmate activity that is suspicious in nature and to take appropriate precautions. The ability to interact quickly, appropriately and calmly to inmates displaying disruptive or threatening behavior. Ability to use both lethal and non-lethal physical force when necessary to restrain an inmate. Skill to operate a firearm and ability to determine appropriate use. The ability to drive a car or van with automatic transmission and to talk and listen over a communications radio. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>5) Conduct inmate receiving including a body search, booking, release and transfer functions by collecting necessary information from inmate or other agency; intake/issue personal property, collect inmate signatures and review legal documents.</p>	<ul style="list-style-type: none"> Ability to follow written procedures and regulations; ability to accept and respect individual differences without personal bias; ability to control disruptive inmates; ability to read and complete legal documents . Ability to operate computer keyboard to access and record information correctly; ability to sit and stand on an intermittent basis while interviewing inmate and recording information; ability to bend and/or squat to conduct personal body search; ability to collect inmate personal property and lift/carry property bags weighing up to 25 pounds on an occasional basis. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>5. (Continued) Screen inmate visitors (this may include a wide variety of persons) to ensure no contraband, weapons or other inappropriate items enter the jail.</p>	<ul style="list-style-type: none"> The ability to interact appropriately with the general public and inform them of the proper regulations and procedures for entering the jail. Communicate effectively with a diverse inmate population; ability to understand and perform basic math functions; write clearly, accurately and concisely; ability to conduct or assist with criminal investigations. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>6) Instruct inmates on jail regulations; maintain inmate counts; write inmate infraction reports</p>	<ul style="list-style-type: none"> Communicate effectively with a diverse inmate population; ability to understand and perform basic math functions; write 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

concerning security, inmate problems, emergency situations or other occurrences. Provide previously prepared food to inmates on trays and provide for the removal of the tray after meal is completed.	clearly, accurately and concisely; ability to conduct or assist with criminal investigations. <ul style="list-style-type: none"> The ability to move food carts requiring pushing force of 25 to 50 pounds. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7) Monitor inmates in minimum/medium security facility and inmates participating in community release programs; supervise work of inmate workers in the cleaning and maintenance of the detention areas. Order, receive and stock materials and supplies utilized within jail; escort construction, repair and other individuals throughout the jail.	<ul style="list-style-type: none"> Follow written procedures and regulations; maintain accurate log books; function as a team member with other staff and maintain effective working relationship with supervisor. Walk up to 4 hours daily performing inspections of living units. Ability to understand and perform basic math functions; communicate effectively with supervisor and outside vendors; coordinate and schedule maintenance and repair of jail facilities; prepare and process purchase orders, invoices, payments and other documents. Walk while escorting individuals; lift and carry supplies that may weigh up to 40 pounds, may bend, reach or squat while stocking shelves. Operate electric pallet jack which uses grasping and fingering movements. 	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Marginal Functions	Physical/Cognitive Abilities Required <i>Seldom = 1-10%; Occasionally = 11-33%; Frequently = 34-66%; Continually = 67-100%</i>	Able to Fully Perform	Comments - Restrictions must be stated in objective measurable terms. Use medical rationale to justify restriction but do not state the diagnosis.
1. Participates in disciplinary proceedings and hearings as assigned.	<ul style="list-style-type: none"> The ability to communicate with a diverse inmate population; follow standard operating procedures. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Relieve other workers of their assignment during lunch and break periods.	<ul style="list-style-type: none"> The ability to do all corrections officer job assignments throughout the jail. This may physically require the employee to use all noted body motions and exert minimal to significant physical effort. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Collects and distributes inmate commissary requests and issues supplies.	<ul style="list-style-type: none"> Walk, stand, bend and/or carry while obtaining and distributing supplies. May carry up to 5 pounds. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	

THIS JOB ANALYSIS WAS PERFORMED ON BY JEANNE CANNON, DISABILITIES SERVICES SPECIALIST.

POSITION: CORRECTIONS OFFICER

EMPLOYEE NAME: _____

Employee is medically released to fully perform the essential functions of this position on a reasonably continuous basis: _____
(Start Date)

Employee is medically released to perform the essential functions of this position on a reasonably continuous basis but has restrictions as stated on the form:

Restrictions are temporary. Date temporary restrictions should be reviewed: _____

Restrictions are permanent. Effective date: _____

Comments:

Employee is not medically released to perform the essential functions of this position on a reasonably continuous basis:

Due to permanent restrictions. Due to temporary restrictions.

Comments:

This employee is permanently unable to perform any work on a reasonably continuous basis as a result of his/her medical condition.

State date: _____

Additional information the employer should consider regarding this employee:

Physicians name: _____
(please print)

Phone number: _____

Physicians signature: _____

Date: _____

EMPLOYEE REVIEW OF JOB DESCRIPTION: Agree with job description. Disagree with job description. Specify which areas you disagree with:

Employee signature

PLEASE FAX ANY RETURN TO WORK RELEASE OR RESTRICTION INFORMATION TO: Paula R. Seeger, CDMS, CCM, Disability Services Specialist, King County, Department of Adult and Juvenile Detention, fax # 206-205-5666. Phone contact can be made at 206-205-9517. Thank you!