

ESSENTIAL FUNCTIONS OF THE POSITION SERGEANT

A more detailed form is available on the web at:

<http://www.kingcounty.gov/employees/HumanResources/SafetyClaims/JobAnalysis.aspx>

Physical Required: General Physical, Diabetes, BP, Vision, Audiogram, Back strength and lifting, TB, and Hep B.

DOCTOR: This form identifies the essential functions of this position. Please review these essential functions and indicate in each area if the employee is medically able to perform the identified skills and abilities. In the comments box, indicate any functions in which our employee has limitations. This information will be used to assess whether our employee 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 comments box for any skill or ability that you indicate the employee cannot fully perform. You may suggest an accommodation for King County to consider. *NOTE: 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.*

Definition of job and distinguishing characteristics of work: Worker is responsible for the direct supervision of correctional staff during assigned shift. Also responsible for general operation of jail including inmate booking, releasing and security functions. 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.

NOTE: The King County Correctional Facility may have as many as 4,500 to 5,000 bookings a month with a total of 60,000 per year. Population at any one time can be 1,600 to 1,700 with a maximum of 3,000. Inmates clothes are color coded to identify their status such as a felon, misdemeanor, worker and ultra security.

EMPLOYEE NAME:

Essential Function	Skills & 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. Come to work on a regular and reliable basis, 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 Detention currently at the time of promotion or before probation is concluded. Supervise a diverse group of employees, including but not	<ul style="list-style-type: none"> • Work regularly, having reliable predictable attendance in an eight hour shift, five days per week at any shift or day with the feasibility of overtime and on-call. • Cope with the stress inherent with confined individuals living in crowded living space where the work in environment is primarily concrete and steel. • Accept or provide supervision, such as receive instructions, coaching, and/or corrective action/discipline. • Climb stairs repetitively, cuff or restrain inmates. 	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"/>	

<p>limited to: Correction Officers and Correctional Assistants.</p>			
<p>2. Supervision includes booking, program legal requirements, placement, release and processing of and the care of prisoners.</p> <p>Monitors video terminals in one or all of the following situations to regulate inmate movement and security:</p> <p>Monitor video terminals and operate control panels simultaneously to maintain perimeter security of jail and control movement within jail via operation of elevators between jail floors.</p> <p>Monitor video terminals and operate control panels while responding to both visual and audio cues from Floor Control Booth to maintain security on jail floor and control movement of inmates and authorized individuals to/from housing wing, recreation area, library, visitation area, medical treatment room, and elevator. Monitor follow up on medical issues.</p> <p>Monitor, schedule overtime, evaluate, correct or train Correctional Officers in their tasks of: 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"> • Follow written procedures and regulations; read and complete legal documents; accept and respect individual differences without personal bias; ability to control disruptive inmates. • Operate computer keyboard to access and record information correctly; sit and stand on an intermittent basis while interviewing inmate and recording information; bend and/or squat to conduct personal body search; collect inmate personal property and lift/carry property bags weighing up to 25 pounds on an occasional basis. • 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; understand and perform basic math functions; write clearly, accurately and concisely; ability to conduct or assist with criminal investigations. • View multiple video screens; be aware of normal hazards; respond appropriately to changes in a security jail setting including simultaneous requests from different areas; changing priorities while working under and meeting documented procedures; the ability to remember detailed instructions; and to maintain attention and concentration for extended periods of time. • Sit regularly and/or stand intermittently while using arms in a forward extended position and small motor movement of fingering to enter computer data or operate control panel buttons. • Rotate head up to 90 degrees (left and right) while observing inmate movement both on monitors and through direct observation. Ability to flex/extend head up to 60 degrees while operating control panel and observing overhead monitors. Ability to hear audible tones. • 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. • 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. • 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>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>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>3. Ensures safety and security in facilities. Monitor, evaluate, assess accuracy, correct or train Correctional Officers in their tasks of:</p>	<ul style="list-style-type: none"> • Communicate effectively with a diverse inmate population; ability to understand and perform basic math functions. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

<p>Sign off on inmate infraction report to insure it complies with disciplinary procedures. Instruct inmates on jail regulations; maintain inmate counts. Monitor 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.</p>	<ul style="list-style-type: none"> • Walk up to 8 hours daily performing inspections of living units. • Follow written procedures and regulations; maintain accurate log books; function as a team member with other staff and maintain effective working relationship with supervisor. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>4. Maintenance and cleanliness of the facilities. Oversee the ordering, receiving and stocking of materials and supplies utilized within jail; escort construction, repair and other individuals throughout the jail. Supervise work of inmate workers in the cleaning and maintenance of the detention areas</p>	<ul style="list-style-type: none"> • 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. 	<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. Reviews reports, makes appropriate recommendations, evaluates work performance, and requests disciplinary actions for Corrections Officers. Supervise other staff to include: Corrections Assistants (inmate property and cash, receptionist, phone, bail, bonds, screening, public information and customer service)</p>	<ul style="list-style-type: none"> • 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. Recommends and implements administrative changes or modifications in operating procedures and deals with incidents. Write inmate infraction reports concerning security, inmate problems, emergency situations or other occurrences. Enforce performance standards among uniform and non-uniformed staff. Document any breaches of security/code of conduct. Administer disciplinary action on uniformed staff. Respond to citizen and inmate requests for information and complaints.</p>	<ul style="list-style-type: none"> • As noted above. 		
<p>7. Deals with situations of a potentially volatile or dangerous nature and responds to emergency situations. Uses physical restraints and ensures physical force is appropriate when needed. Maintain security and control of the inmates and jail facility. Respond to and direct emergency situations (i.e. inmate disturbance, escape attempt or fire) to</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 fire extinguisher and other types of restraining devices. • Perform under stress when confronted with emergency, 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

maintain or regain security and safety. Physically restrain and carry a resistive inmate.	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. <ul style="list-style-type: none"> 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. 	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. Visually monitor inmate housing area and operate control panel from Wing station to maintain wing security and control movement within housing area.	<ul style="list-style-type: none"> Walking/standing is used to move around jail 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 Restrain an inmate or assist in restraining an inmate. 	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. Ability to drive to transport prisoners. Ability to wear bullet resistant body armor and carry department approved weapons & leather gear.	<ul style="list-style-type: none"> Maintain a valid WA state driver's license. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Maintain training and certifications	<ul style="list-style-type: none"> Knowledge of use of force applications including certifications in Oleoresin Capsicum. Yearly training in blood borne pathogens and bi-annual firearms testing. Capstun an, first aid and CPR training. 	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
11. Performs any and all essential job functions of a Corrections Officer as needed.	<ul style="list-style-type: none"> As noted above. 		
12. Performs specific duties in the administering of tasks in special units as noted below.	<ul style="list-style-type: none"> As noted above. 		

Marginal Functions	Skills & Abilities Required	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.
<ol style="list-style-type: none"> Participates in disciplinary proceedings and hearings as assigned. Relieve other workers of their assignment during lunch and break periods. Collects and distributes inmate commissary requests and issues supplies. 	<ul style="list-style-type: none"> Communicate with a diverse inmate population; follow standard operating procedures. Perform 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. 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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	

DOCTOR: This form identifies the numerous unit assignments which may be feasible beyond the duties outlined in the previous pages, which are the core duties of the Sergeant for the units of Intake, Transfer and Release (ITR) as well as the Deck Unit. All employees in the Sergeant capacity must be able to perform the essential functions listed previously. In order to be assigned to a specialty unit, the employee must be able to perform the essential functions of the special unit.

JOB TITLE: Sergeant, Court Detail Unit

Essential Functions	Skills & Abilities Required	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. Supervise the transportation of inmates to court, hearings and other areas by the Correction Officers, requiring transport services.	<ul style="list-style-type: none"> Carry and use a firearm appropriately. Scheduling all inmates' transportation. Assist the Shift Supervisor of the Intake, Transfer, Release Floor. Drive and respond to emergencies requiring inmate restraint which requires having a valid WA state driver's license. 	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"/>	
2. Perform routine daily duties to follow basic operating procedures.	<ul style="list-style-type: none"> Read, perform paperwork including court calendar; copy and distribute materials; assign officers work load; knowledge of system to answer questions from a variety of sources; data entry and retrieval skills; prepare written information for other staff. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Perform routine procedures.	<ul style="list-style-type: none"> Utilize the radio to communicate with other staff; ability to compare and complete records on vehicle use and maintenance; complete performance evaluations on Correction Officers; supervise Staff; act as liaison with other offices or agencies; make recommendations on policies and procedures. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Perform emergency procedures.	<ul style="list-style-type: none"> Contact other agencies for information; notify others of emergency, utilizing proper procedures; respond to emergency situation in jail; dispatch additional staff as needed; collect and summarize reports through chain of command; provide follow up summary as needed. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	

JOB TITLE: Sergeant, Internal Investigations Unit

Essential Functions	Skills & Abilities Required	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. Perform basic responsibilities of providing main contact between prospective employees and the Department, investigates prospective employees; ensures compliance with local, state and federal laws	<ul style="list-style-type: none"> Communicate with staff; ability to investigate or research information; ability to read and understand laws. Interpersonal communications skill with the public to 	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	

regarding employment, and conducts background checks on persons requiring access inside of the jail.	defuse upset complainants.		
2. Perform basic operating procedures which includes performing confidential work as 1) investigate prospective employees and 2) intra-departmental liaison, 3) investigate employee misconduct violations, 4) investigate complaints from community.	<ul style="list-style-type: none"> • Work with applicants through the process for interviews and screening; conduct background investigations in person, by phone or in writing; arrange for testing, evaluations, examinations or examination boards; tabulate results; contact applicants on selection process; assist in hiring and training process. • Perform background checks on persons entering the jail; assist in training and documentation. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Initiate a preliminary investigation and fact-finding process through general procedures of: Conduct investigations as assigned. Maintain confidentiality throughout the investigation. Coordinate the investigative efforts of other employees. Maintain necessary records. Report directly to the Personnel Supervisor/Major/ Facility Commander. Generate paperwork regarding investigations. Work with other agencies and the public. Make a recommendation on each case file based on the facts of the investigation. Assist the Background Investigator as needed.	<ul style="list-style-type: none"> • Conduct visual surveillance when necessary. • Conduct interviews/investigations with employees who have the potential to become emotionally upset or hostile. • Utilize confidentiality, creativity and problem solving skills to resolve issues. 	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	

JOB TITLE: Sergeant, Work Release Unit: Supervise 3 shifts of Corrections Officers and supervise the electronic home detention system.

Essential Functions	Skills & Abilities Required	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.
<ol style="list-style-type: none"> 1. Supervise Correctional Officers. 2. Ensure proper use of equipment and property. 3. Ensure accurate and timely counts. 4. Inspection of dorms and appropriate documentation. 5. Daily inspect living units. 6. Ensure log books are accurate and timely. 7. Review and approve all technical reports of subordinates. 8. Respond to emergencies according to policies and procedures. 9. Job performance reviews and recommendations. 10. Conduct ongoing training. 11. Implementation of all Operational Policies and Procedures. 12. Directly supervise any use of force. 13. Insure supply of forms for documentation by staff. 	<ul style="list-style-type: none"> • Utilize confidentiality, creativity and problem solving skills to resolve issues. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	

14. Assist with hearings.			
15. Assist with scheduled office visits.			
16. Coordinate maintenance and repair of equipment.			
17. Oversee ordering of supplies and food.			

JOB TITLE: Sergeant, Administrative Unit

Essential Functions	Skills & Abilities Required	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.
<p>1. Day to day approval of all officer and jail technicians leave.</p> <p>Create waiting list for individuals desiring leave.</p> <p>Maintains rooster and coordinates shift assignment changes</p> <p>Monitors sick leave usage or provides information to Facility Command staff. Oversees yearly vacation schedule for officers.</p>	<ul style="list-style-type: none"> • Able to be logical thinker with good organizational skills. • Comprehend and follow detailed information as union contracts. • Be able to interface with administrative and line staff. • In-depth knowledge of computerized scheduling system and operate a computer. • Utilize confidentiality, creativity and problem solving skills to resolve issues. 	<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>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

JOB TITLE: Sergeant, Maintenance and Supply Unit

Essential Functions	Skills & Abilities Required	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.
<p>1. Coordinate purchase and use of a multi million dollar inventory for consumption by inmates and staff.</p> <p>Schedules trades personnel for repair of facility and equipment.</p> <p>Maintains parking rooster for department and must communicate for payroll withdrawal for facilities management.</p> <p>Maintains department inventory of equipment and furniture.</p> <p>Perform basic responsibilities of Sergeant in supervising staff for the maintenance, repairs, storage and issue of all supplies necessary for the jail operation.</p>	<ul style="list-style-type: none"> • Insure that issuance of inmate clothing and supplies, laundry, officer' equipment, jail cleanliness, office supplies, maintenance, mail, repairs, budget and security are appropriate. • Perform multi- tasking with no loss of continuity which involves good organizational skills, thinking fast to make decisions and the ability to prioritize. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>2. Perform basic operating procedures of assigning specific work or adopting and implementing a team concept.</p> <p>Administration and supervision of staff and needed equipment/supplies.</p> <p>Maintenance and repair of jail fixtures and equipment.</p> <p>Ordering, receiving, storing, inventory and Issuance of all jail supplies and equipment.</p> <p>Creates memos for the scheduling of events related to the</p>	<ul style="list-style-type: none"> • Work cooperatively with staff and management to resolve work issues; perform paperwork; analyze and resolve situations; use good judgment and experience to make recommendations and resolve situations; ability to work with numbers and financial reports; record keeping skills. • Knowledge and ability for use of tools and equipment; knowledge of repair methods of equipment; knowledge and skills of mechanical/electrical/plumbing repair;. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

<p>maintenance and supply of the jail. Officer assignments on an individual basis based on need. Provide security for non-department personnel, inmate workers in other jail areas, for personnel and contractors at the service entry/loading dock, laundry facility, and any other facility or location necessitated to escort/search an inmate.</p>	<ul style="list-style-type: none"> • Complete paperwork; knowledge of inventory control methods; ability to inventory and store security items for staff; ability to work with vendor to arrange for supplies/materials. • Utilize confidentiality, creativity and problem solving skills to resolve issues. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
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JOB TITLE: Sergeant, Policy and Procedures Unit

Essential Functions	Skills & Abilities Required	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.
<p>1. Research and create policies and procedures, working cooperatively with management and staff, taking into account the laws, current policies and procedures.</p>	<ul style="list-style-type: none"> • Read, analyze, synthesize information. Write detailed reports, policies and procedures. • Operate a computer • Utilize confidentiality, creativity and problem solving skills to resolve issues. 	<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>	

JOB TITLE: Sergeant, Specialized Investigations Unit:

Essential Functions	Skills & Abilities Required	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.
<p>1. Perform investigations on cases where the inmate is no longer in custody due to <i>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</i> Work as the primary law enforcement investigator for individual DAD escapes. Coordinates the apprehension of escaped inmates from jail locations or contract agencies. Maintain a log/record of escapes from jail settings or community corrections programs. Complete the necessary paperwork for warrant reissue of escaped inmate. Initiate 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. Complete and file an escaped criminal case file with the King County Prosecutor's office. Follow-up on tips, leads and investigations that, hopefully will progress to the capture of the escaped inmate. Field surveillance, law enforcement agency contact, that</p>	<ul style="list-style-type: none"> • Conduct under- cover operations/surveillance or covert surveillance work. • .Prepare and work with statistical reports or detailed narrative reports. • Work cooperatively with law enforcement agencies, including testifying in court. • Possess a valid WA state drivers' license. 	<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>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

<p>leads to the subsequent arrest/capture of escaped inmates.</p> <p>Coordinate and participate with police agencies in the apprehension/capture of escaped inmates.</p> <p>Testify at inmate escape trials as the lead investigator.</p> <p>Prepares statistical reports relating to jail brakes, jail escapes and community corrections escapees.</p> <p>Inform and educate Community Corrections Program participants on the penalties of escape.</p>			
<p>2. Conduct Criminal History Records Check (CHRC) for DAD Community Programs & Services applicants.</p>	<ul style="list-style-type: none"> • Interview Inmates and take statements. • Gather, log and maintain crime scene evidence, including taking crime scene photographs. • Write investigative Policy & Procedures. 	<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>3. Perform as the lead investigator for the Criminal Investigations Unit (CIU).</p>	<ul style="list-style-type: none"> • As noted above. 		
<p>4. Conducts criminal investigations within the jail at the direction of the IIU Captain.</p>	<ul style="list-style-type: none"> • As noted above. 		
<p>5. Perform roadblock procedures.</p>	<ul style="list-style-type: none"> • Utilize confidentiality, creativity and problem solving skills to resolve issues discretion. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

JOB TITLE: Sergeant, Criminal Investigations Unit (CIU): At present. This is an additional duty assignment for approximately 12-16 uniformed officers who have volunteered to work as criminal investigators; working cases of assault, illicit drugs, property damage, rape, suicide and other crimes committed within the jurisdiction of the King County Jail Complex. The CIU unit is directly supervised by the SIU Sergeant. The IIU Captain supervises the SIU Sergeant and had overall responsibility/authority over the CIU program.

Essential Functions	Skills & Abilities Required	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.
<p>1. Have a working knowledge of the criminal laws of title 9A of the Revised Code of Washington (RCW).</p>	<ul style="list-style-type: none"> • As noted above. 		
<p>2. Be able to establish a controlled crime scene.</p>	<ul style="list-style-type: none"> • As noted above. 		
<p>3. Evaluate, document, process and store crime scene evidence, utilizing a Crime Scene Kit.</p>	<ul style="list-style-type: none"> • As noted above. 		
<p>4. Photograph evidence in detail, maintain photographic evidence for court testimony/evidence.</p>	<ul style="list-style-type: none"> • Operate a film camera. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>5. Maintain evidence by use of the chain-of-evidence. Process evidence through the WSP Crime Laboratory, as needed.</p>	<ul style="list-style-type: none"> • As noted above. 		
<p>6. Acquire/possess interview techniques. Take written/taped statements of events that transpired during a crime</p>	<ul style="list-style-type: none"> • Conduct criminal investigations. • Write clearly, accurately and concisely. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>7. Compile and complete a criminal investigative case.</p>	<ul style="list-style-type: none"> • Ability to utilize IBM-PC computer programs, such as 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

File the case for future judicial action with the King County Prosecutors' Office.	Word 95 and SARGE by typing input. <ul style="list-style-type: none"> • Compile reports/documents utilizing an electric typewriter. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. Maintain log/records of accountable case files, evidence and property.	<ul style="list-style-type: none"> • Evaluate/interpret case essential information from DAD SIP booking system. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. Perform criminal background checks on suspects/victims.	<ul style="list-style-type: none"> • Work cooperatively with other law enforcement agencies. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Testify in court proceedings in the capacity of criminal investigator.	<ul style="list-style-type: none"> • As noted above. 		

THIS JOB ANALYSIS WAS PERFORMED ON 3/18/98

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

Employee signature

POSITION: SERGEANT

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:

Employee is not medically released to work at this job but is released to work at another job on a reasonably continuous basis: _____

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: _____

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!