

Release to Return to Work: Captain in Correctional Facility

TO: Health Care Provider

Our employee has requested a release to return to work as a Captain in the King County Department of Adult and Juvenile Detention. Please review the following functions and indicate in the space provided whether you release the employee to return to work based on these functions.

NOTE: The following information is not meant to represent "any and all activities" of this job that could occur on a daily basis.

SUMMARY OF JOB

Definition of Job: Worker oversees and is responsible for all operations in County Correctional facility during assigned shift, including inmate booking, confinement, management and release. Ensures safety and security of inmates, employees and facilities. Manages and/or oversees subordinate staff including uniformed Sergeants and Officers and non-uniformed staff during assigned shift.

Essential Functions of the Job Include:

1. Regular and reliable attendance at work, provide direct supervision of subordinate supervisors and a diverse group of employees including uniformed officers and non-uniformed personnel.
2. Maintain security, operation, and maintenance of correctional facility during assigned shift.
3. Monitor subordinate supervisors and employees, including Corrections Sergeants and Officers. Review reports and evaluate accuracy, make appropriate recommendations, evaluate work performance, train and correct employees, recommend disciplinary action.
4. Recommend and implement administrative changes in or modifications in operating procedures. Respond to emergency situations and other occurrences. Enforce performance standards among uniformed and non-uniformed staff. Ensure documentation and appropriate response to breaches of security/code of conduct.
5. Respond to inquiries and complaints from employees, members of the public and inmates.
6. Coordinate response to situations of a potentially volatile or dangerous nature and responds to emergency situations. Required on occasion to respond personally to emergency situations including intervention in physical force incidents and restraint of resistive inmates.

Skills and Abilities Required, Include:

Physical skills and abilities:

- Ability to run, walk, climb stairs to move around jail area.
- Sit regularly and/or stand on an intermittent basis
- Ability to monitor video terminals
- Operate computer keyboard to access and record information correctly.
- May be required to exert significant physical force in restraining inmate. Employee may have the assistance of other worker(s).
- May occasionally be required to lift objects up to 40 pounds
- Drive a car or van with automatic transmission
- Talk and listen over a communications radio

Cognitive Skills and Abilities

- Ability to interact effectively with diverse group of employees in order to direct, monitor, schedule, evaluate, correct and train Corrections Sergeants, Corrections Officers and others in their tasks.
- Exercise good judgment under situations in which working speed and sustained attention are critical to the job
- Perform under stress when confronted with emergency, critical and dangerous situations. Ability to react quickly and respond appropriately to changing jail situation.
- Be aware of normal hazards. Be aware of inmate activity that is suspicious in nature and take appropriate precautions.
- Interact with the general public and respond to public questions and concerns.
- Handle multiple activities happening simultaneously.

RELEASE

Based on my review of the above essential functions and skills/abilities, the employee:

Is able to _____

Is not able to _____

Medically released to fully perform the essential functions of this position on a reasonably continuous basis effective:

(start date) _____

Is

Is not

Medically released to perform the essential functions of this position on a reasonably continuous basis with restrictions as stated above:

Can return to work with restrictions indicated effective (date): _____

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

Restrictions are permanent, effective date: _____

The employee is released to perform the described job with the following modifications:

Additional information the employer should know regarding this employee:

Physicians name: _____ Phone number: _____
(please print)

Physicians signature: _____ Date: _____

**PLEASE FAX ANY RETURN TO WORK RELEASE OR RESTRICTION INFORMATION TO:
King County Department of Adult and Juvenile Detention (DAJD) Human Resources via
Fax # 206-205-5666, or a scan copy can be e-mailed to: leavemgmt.dajd@kingcountv.gov
Phone contact can be made at 206-477-2400.
Thank you!**