

PHYSICAL ACTIVITY DETERMINATION FORM

CLASSIFICATION Deputy Sheriff - Corrections Officer

WORKING TITLE Deputy Sheriff - Corrections Officer

Updated August 31, 2010

DEPARTMENT Sheriff's Office

Kind of Work: Routine correctional work involving detention, correction duties and transportation of prisoners and others in legal custody.

Hours Worked: For employees covered by a Special Schedule Agreement, the basic work day shall be as set forth in the Special Schedule Agreement.

Duluth: Shifts are normally 8 hours, 40 hours per week. There is a 30 minute assigned break time, which may be in 2 segments. May not leave posts unless relieved any may not leave secure perimeter unless permission is given.

Range: Shifts are normally 12 hours with 45 minute assigned break time, including 15 consecutive minutes of uninterrupted time. The break is rest time, but the employee cannot leave the post and must respond to duty responsibilities.

Work/Physical Environment:

Lighting: Appropriate indoor lighting.

Flooring: Concrete, tile and carpeting.

Temperature: Minimal exposure (1-2% of job) to outdoor weather conditions. Indoor temperature is 68-70 degrees.

Noise Level: Unremarkable.

Infectious Disease; Tissue/Fluids/Biohazard Materials: Occasional exposure to blood-borne pathogens.

Physical Activities:

	1-5%	6-33%	34-66%	67-100%
	Rare	Occasional	Frequent	Constant
Lifting/Carrying				
Up to 5 lbs				X
Up to 20 lbs		X		
Up to 60 lbs (2-person)	X			
Push/Pull				
Up to 5 lbs				X
Up to 35 lbs			X	
Balance				X
Climbing/Descending Steps *a minimum of 672 steps/maximum of 1550 steps; 96 steps in one rotation		X*		
Crouch/Squat	X			
Elevated Work	X			
Hand Coordination				X
Squatting/Kneeling		X		
Forward Reaching	X (overhead up to 81" from the floor)			X (up to 44" from the floor)
Restrain inmates	X			
Rotate Trunk			X	
Running	X (300 feet)			
Sit				X*

	1-5%	6-33%	34-66%	67-100%
	Rare	Occasional	Frequent	Constant
Sitting with positional changes			X*	
Standing/Walking (on concrete floors up to 5 miles)				X*
Stoop/Bend		X		
Talk/Speak			X	
Taste/Smell				X
Hearing				X
Close proximity (1-5 ft.)				X
Distance (up to 20 ft.)				X
Vision				X
Near Vision				X
Midrange Vision				X
Far Vision				X
Color Vision				X
Depth Perception				X
Field of Vision				X
Works alone		X		
Works around others			X	
Customer/Public contact		X		
Clients w/Behavior Challenges			X	
Shift work				X
Extended Day			X	
Inside			X	
Drive		X*		

* maximum activity - varies depending upon assignment

Illustrative Examples of Work: (*) indicates tasks which have been designated as essential job functions.

- * 1. Monitors and directs group and individual behavior among the inmates to prevent, control and resolve inmate problems or conflicts.
- * 2. Escorts and/or transports inmates to and from various activities within and outside the jail.
- * 3. Assists with the inmate admission, classification and release processes.
- * 4. Monitors and directs various inmate programs (e.g. recreation, visitation, etc.).
- * 5. Provides and summons assistance and aid for inmates while maintaining the safety and security of the facility.
- * 6. Dispenses authorized medications and administers first aid and CPR.
- * 7. Delivers meals, mail, supplies, etc., to the inmates.
- * 8. Maintains necessary financial records (e.g. cash accounts in inmate and canteen funds, bail, fines, etc.).
- * 9. Collects, maintains, and completes necessary records and reports (e.g. criminal history, medical screening, medication delivery, inmate activity, inmate property, fingerprints, photographs, visitor logs, incident and discipline reports, etc.).
- *10. Searches and observes inmates, visitors, vendors, inmate workers and others to ensure security.
- *11. Inspects all jail areas to ensure adherence to all jail policies and procedures (e.g. sanitation, security, etc.) and ensures that these aspects of the jail operation are maintained.
- *12. Acts as an unrestricted Deputy Sheriff in emergency situations such as riots, large scale civil disobedience, natural disasters and other situations as determined by the Sheriff.
13. Performs other related duties and responsibilities as assigned.

Equipment/Clothing Used:

1. Uniform and comfortable shoes, badge, watch
2. Keys
3. Handcuffs
4. Portable two-way radio
5. Duty belt
6. Flack jacket, helmet
7. Mace
8. Leg chains
9. Latex gloves, goggles
10. Food trays, food cart, medication cart, laundry cart
11. Wheel chair
12. Motor vehicle
13. Computer
14. Telephone
15. Fax machine

ST. LOUIS COUNTY JAIL

FUNCTIONAL JOB ANALYSIS

JOB TITLE: DEPUTY SHERIFF- CORRECTIONS OFFICER
(Composite)

JOB OBJECTIVE: Directs, monitors and provides monitoring care to inmates located in various areas of the jail.

Notes: The following demands are required while working on the job for an 8-hour day.
 The Corrections Officer in the Rover's Post is assigned to work for 8.5 hours.

PHYSICAL DEMAND	RARELY 1 TO 24 MINUTES	OCCASIONALLY 25 MINUTES TO 2-2/3 HOURS	FREQUENTLY 2-2/3 TO 5.5 HOURS	CONTINUOUSLY 5.5 TO 8 HOURS
HAND COORDINATION				X
SITTING			X (with positional changes)	
PUSHING/ PULLING		X (up to 35 lbs.)		X (up to 5 lbs)
FORWARD REACHING	X (overhead up to 81" from the floor)			X (up to 44" from the floor)
STANDING/ WALKING			X (on concrete floors up to 5 miles)	
CLIMBING/ DESCENDING STEPS		X (a minimum of 672 steps/ maximum of 1550 steps; 96 steps in one rotation)		
LIFTING/ CARRYING	X (up to 60 lbs.)	X (up to 20 lbs.)		X (up to 5 lbs.)
FORWARD BENDING		X		
RUNNING	X (300 feet)			
SQUATTING/ KNEELING	X			

JOB TASKS:

1. When assisting in the Intake Unit, completes manual search of each inmate at least two times while he/she is standing up:

Critical Demands:



- a. **Occasionally:** Forward bending/squatting and pushing with about 2 lbs. of force while manually padding inmate's body bilaterally from shoulders to feet and on each extremity.
- b. **Occasionally:** Pulls out each clothing pocket with up to 2 lbs. of force to empty contents and deposits items into plastic bin placed on desk surface, reaching forward about 27" from edge of top of countertop.
- c. **Rarely:** Forward bend, grip and push with up to 2 lbs. of force to release inmate's handcuffs from his/her back.
- d. **Rarely:** If inmate is uncooperative or unable to stand up, up to 60 lbs. of push/pull force may be needed to support and/or restrain inmate.

2. Processes and documents inmate's information from the police; checks for warrants, completes paperwork process according to time availability and priority.

Critical Demands:

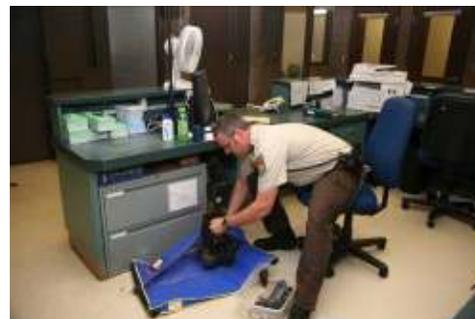
Note: Computer use is approximately 50% mousing/50% keying

- a. **Frequently:** Sits and uses computer placed on keyboard drawer tray 26" from the floor.
- b. **Frequently:** At two of the three computer stations, swivels chair 45 degree to the left, reaches over across the midline with right hand to use mouse positioned on desktop 32" from the floor.
- c. **Occasionally:** Intermittently stands up to retrieve information from the printer/fax machines located up to 56" from the floor.
- d. **Occasionally:** For up to 15 minutes per inmate, stands next to fingerprint machine with platform positioned at 43" from the floor, keyboard tray with mouse at 45" from the floor and top of monitor at 63" from the floor positioned at 45 degrees to the right.



3. Obtains inmate's clothing, places them into meshed garment bag and hangs them in designated inmate's property storage room.

Critical Demands:





- a. **Occasionally:** Places shoes, purse, jackets and other clothing totally up to 20 lbs. into bag and hung on hook 71" from the floor. When completed, lifts and carries bag to designated storage room and hangs it on revolving rack positioned up to 66" from the floor. If inserting garment bag through the slender window opening, needs to reach forward 24" to hang it on revolving rack.

4. Escorts and directs inmate into appropriate room.

Critical Demands:

- a. **Occasionally:** Opening/closing of doors with up to 30 lbs. of push/pull force. Door handles and locks are positioned 60" from the floor.
- b. **Rarely:** Reaches overhead 66" from the floor to obtain inmate's undergarments before he/she takes a shower.
- c. **Rarely:** Forward bend and push with as much force as needed to handcuff resistant inmate to attached rings positioned 14" high from the floor. If indicated, also step up/down 8" step to handcuff feet to attached rings positioned 40" vertically from first set of rings.



5. For uncooperative inmates, if indicated, provide physical restraint or other related use of force, or assist others with same. Utilize appropriate techniques as performed in use of force annual competency training sessions.



6. As indicated, attaches and removes inmate's shackles from waist, hands and feet.

Note: Total weight of hand, waist and ankle chains weigh up to 5 lbs.

Critical Demands:

- a. **Occasionally:** Leans forward to attach/remove waist and wrists cuffs. If the inmate is **able** to bear weight to kneel on the chair, may bend forward to reach about 16" from the floor to attach/remove the ankle cuffs.
- a. **Rarely:** If inmate is **unable** to bear weight to kneel on the chair, may bend forward and/or kneel to reach about 3" from the floor to attach/remove the ankle cuffs.



7. As indicated, give inmate food tray. Upon completion of meal, return tray to food cart.

Critical demands:

Rarely: May lean forward to reach or return tray on tray cart positioned at 34" from the floor. Each tray may weigh up to 7 lbs.

Rarely: Pushing fully loaded cart requires about 14 lbs. of pushing at 36" from the floor.



8. Deliver medication carts to needed units from the health care services.

Critical demands:

Occasionally:

- b. Pushes/pulls medication cart from designated area about 15 feet to doorway facing each unit with about 5 lbs. of force.

Note: Delivers medication carts two times during the day shift and two times during the afternoon/evening shift.



9. Ascertain needed services provided to inmates in the health services unit.

10. Makes rounds every 30 minutes to check unit security and inmate activity:

Critical Demands:



- a. **Rarely:** Push open doors to enter/leave jail's secured area with up to 35 lbs. of force (two times minimum per shift).
- b. **Continuously:** Standing/Walking up to 4 miles for entire shift.
- c. **Occasionally:** Climbing a minimum of 672 steps, each 7" in depth. Handrail available on both sides of stairs.
- d. **Occasionally:** Pushes inmate and other doors to check for locked status with up to 5 lbs. of force.
- e. **Occasionally:** Pushes/pulls door with up to 44 lbs. of force to go from one section of unit to another.

11. Processes and documents inmate's requests and information electronically and manually:

Critical Demands:

Occasionally:

- a. Uses the computer (keyboard and mouse) positioned 32" from the floor.

Note: Sliding keyboard drawer is available, positioned 29" from the floor. If using this, would still have to reach forward to use the mouse placed on the desktop.



12. Monitors and directs inmate/staff security access and egress.

Critical Demands:



- a. **Rarely:** Push open doors to enter/leave central control office with about 35 lbs. of force.
- b. **Continuously:** Reaches forward 15" from the countertop edge and lifts either arm 15" above the countertop (44" high from the floor) to touch monitors repetitively with about 2 lbs. of force.
- c. **Rarely:** Stands up and lifts one arm up 81" above the countertop or 49" from the center of the monitor to touch the video recorder four times per shift.
- d. **Rarely:** Obtains key rings from cabinet positioned up to 66" from the floor and hands them to recipient.

13. Answers telephone calls and other related inquiries.