

PERSONAL RECOGNIZANCE INVESTIGATOR - DAJD

ESSENTIAL FUNCTIONS OF THE POSITION

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 comment box, indicate any functions in which our employee has limitations and/or any functions in which you would like to request greater detail of either cognitive processes/abilities or physical exertion. 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 comment box for a 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: Work is performed in the Pretrial Services Section of the Department of Adult Detention and are responsible for determining supervised release eligibility, evaluating, making supervised release recommendations to the courts and monitoring activities of released prisoners prior to trial.

EMPLOYEE NAME:

Essential Functions	Physical/Cognitive/Sensory 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. Interview prisoners, families and crime victims, gathering and verifying information and making basic determinations regarding drug and alcohol abuse or mental illness. Investigates arrest and personal circumstances affecting prisoners' status.	<ul style="list-style-type: none"> Accept direct instruction and supervision, which may include receiving coaching and/or constructive action/discipline. Supervisory review is also through case management records, conferences and program evaluation. Acceptance of own work and caseload. Have a predictable and reliable attendance to work in an authoritative setting including inside a courthouse or jail setting. Utilize objective, independent judgment to make decisions based on relevant information; understand the parameters of the criminal justice system; and make psychosocial assessments. Ability to work with a diverse population in culture, education and ethnic background to include judges, attorneys, probation officers, corrections staff, police officers, social service agency personnel, prisoners and their families as well as crime victims. Ability to work under stress in a self paced environment while analyzing diverse sources of information and making logical deductions. Physical abilities to sit for meetings or paperwork a few minutes to 2 hours at a time and up to 7 hours in a day; stand occasionally for filing or in 	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"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	

Essential Functions	Physical/Cognitive/Sensory 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.
	court; walk occasionally in office or 1-2 blocks through the sky bridge to the jail or up to 4-5 blocks distance at the Regional Justice Center; lift/carry up to 10 pounds of paperwork or reference material; push/pull drawers and doors; perform data entry tasks for 1-2 hours daily depending on caseload.		
2. Make referrals to various social services agencies and programs for further assistance.	<ul style="list-style-type: none"> Frequently to continually use effective oral and written communication skills, teamwork and effective interpersonal communications with staff and other agencies. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Advising and counseling releasees on personal problems, mental illness, alcohol and drug abuse, financial and employment problems. Determines problems contributing to arrest of individual and develops responsive release program.	<ul style="list-style-type: none"> Utilize personal computer to enter or retrieve data in software about prisoners. Utilize all office equipment as copier, facsimile, printer, etc. Ability to write legible, clear and concise letters, reports and recommendations. Read to create written reports/records and present verbal reports in court. Communicate verbally, presenting information in a logical manner at various court hearings. Maintain complete and accurate case management records and files. Exercise authority in setting inside the jail or monitoring prisoner adherence to release conditions. Ability to explain court obligations to individuals with varying levels of education, ability to speak English and levels of understanding. Utilize crisis management and problem solving skills. 	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"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
1. Monitoring activities and progress of released prisoners to ensure scheduled court appearances and appearing and presenting written and verbal reports and recommendations to the courts. Evaluates eligibility for supervised release.	<ul style="list-style-type: none"> As noted above. 		
2. Attends meetings and conferences.	<ul style="list-style-type: none"> Participate in group to identify and work towards common goals. Understand the differences between the welfare of the programs and the clients. 	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Participate in staff development activities and backfill co-workers positions in their absence.	<ul style="list-style-type: none"> Teach co-workers skills specific to job performance as to judgment, resources and methodologies of tasks. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Marginal Functions	Physical/Cognitive/Sensory Abilities Required <i>Seldom</i> = 1-10%; <i>Occasionally</i> = 11-33%; <i>Frequently</i> = 34-66%; <i>Continually</i> = 67-100%	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.	•	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**POSITION: PERSONAL RECOGNIZANCE
INVESTIGATOR**

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. Return to work with restrictions effective date: _____
- ☐ Restrictions are permanent. Date temporary restrictions should be reviewed: _____
- 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:
DAJD Human Resources, King County Department of Adult and Juvenile Detention (DAJD) via:**

- Fax #: 206-205-5666;
- E-Mail (completed scanned documents): LeaveMgmt.DAJD@kingcounty.gov
- Phone Contact: (206) 477-2400 (DAJD Human Resources)

Thank You!