

**POSITION: CORRECTIONS OFFICER**

**EMPLOYEE NAME:**

**CORRECTIONS OFFICER  
KING COUNTY ESSENTIAL FUNCTIONS FORM**

**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:** Corrections Officer is responsible for inmate safety and welfare. Under general supervision, this position performs inmate booking, housing, and release activities including security work within the Department of Adult Detention.

Essential Function	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) Come to work on a regular and reliable basis, work under direct supervision, perform work duties under stressful conditions and have contact with individuals that may be aggressive and/or confrontational.	<ul style="list-style-type: none"> <li>The ability to work regularly, having reliable predictable attendance.</li> <li>The ability to cope with the stress inherent with confined individuals living in crowded living space.</li> <li>The ability to accept supervision, such as receive instructions, coaching, and/or corrective action/discipline</li> <li>Ability to work independently but near other employees.</li> <li>Ability to follow written or verbal directions.</li> <li>Ability to perform repetitious job tasks.</li> <li>Ability to integrate the knowledge and skills required for the job tasks.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>	
2) Monitors video terminals in one or all of the following situations to regulate inmate movement and security: <ul style="list-style-type: none"> <li>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.</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Ability to view multiple video screens and be aware of normal hazards and respond appropriately to changes in a security prison 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.</li> <li>Ability to 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.</li> <li>Ability to rotate head up to 90 degrees (left and right) while observing inmate movement both on monitors and through</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>   Yes <input type="checkbox"/> No <input type="checkbox"/>   Yes <input type="checkbox"/> No <input type="checkbox"/>	
individuals to/from housing wing, recreation area, library, visitation area, medical treatment room, and elevator. <ul style="list-style-type: none"> <li>Visually monitor inmate housing area and operate control panel from Wing station to maintain wing security and control movement</li> </ul>	<ul style="list-style-type: none"> <li>direct observation. Ability to flex/extend head up to 60 degrees while operating control panel and observing overhead monitors. Ability to hear audible tones.</li> <li>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</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>	

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within housing area.	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.		
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.	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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).</li> <li>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.</li> </ul>	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"/>	
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.	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>The ability to drive a car or van with automatic transmission and to talk and listen over a communications radio.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>	
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.	<ul style="list-style-type: none"> <li>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 .</li> <li>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.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>	
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.	<ul style="list-style-type: none"> <li>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.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6) Instruct inmates on jail regulations; maintain inmate counts; write inmate infraction reports 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	<ul style="list-style-type: none"> <li>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.</li> <li>The ability to move food carts requiring pushing force of 25 to 50 pounds.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>	

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<p>completed.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>Follow written procedures and regulations; maintain accurate log books; function as a team member with other staff and maintain effective working relationship with supervisor.</li> <li>Walk up to 4 hours daily performing inspections of living units.</li> <li>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.</li> <li>Walk while escorting individuals; lift and carry supplies that may weigh up to 40 pounds, may bend, reach or squat while stocking shelves.</li> <li>Operate electric pallet jack which uses grasping and fingering movements.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p><b>Marginal Functions</b></p>	<p><b>Physical/Cognitive Abilities Required</b>  <i>Seldom = 1-10%; Occasionally = 11-33%;  Frequently = 34-66%; Continually = 67-100%</i></p>	<p><b>Able to Fully Perform</b></p>	<p><b>Comments - Restrictions must be stated in objective measurable terms. Use medical rationale to justify restriction but do not state the diagnosis.</b></p>
<ol style="list-style-type: none"> <li>Participates in disciplinary proceedings and hearings as assigned.</li> <li>Relieve other workers of their assignment during lunch and break periods.</li> <li>Collects and distributes inmate commissary requests and issues supplies.</li> </ol>	<ul style="list-style-type: none"> <li>The ability to communicate with a diverse inmate population; follow standard operating procedures.</li> <li>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.</li> <li>Walk, stand, bend and/or carry while obtaining and distributing supplies. May carry up to 5 pounds.</li> </ul>	<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>	

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

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**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: \_\_\_\_\_

Date temporary restrictions should be reviewed: \_\_\_\_\_

Restrictions are permanent.

*Comments:*

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

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](mailto:LeaveMgmt.DAJD@kingcounty.gov)
- Phone Contact: (206) 477-2400 (DAJD Human Resources)

**Thank You!**