

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 your patient is medically able to perform the skills and abilities required by the essential function. In the comments box indicate any functions which the employee is not able to perform or has limitations. This information will be used to determine if a reasonable accommodation can be provided that will allow the employee to fully perform the function(s). You may suggest an accommodation for the department to consider. You must state the objective medical reason(s) in the comments box for why the employee has a medical limitation.

Definition of job and Distinguishing characteristics of work: Detention Officer’s are responsible for the safety and welfare of youth housed in a secure detention facility which operates on a 24-hour basis. Under general supervision, this position performs detainee booking, housing, and release activities including security work within the Juvenile Detention Division.

Essential Functions	Skills & Abilities Required	Able to Fully Perform	Comments — Restrictions must be stated in objective measurable terms. Use medical rationale to justify restriction <i>but do not state the diagnosis.</i>
<p>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.</p>	<ul style="list-style-type: none"> • The ability to work regularly and ability to work an 8-hour shift, including working multiple shifts. • The ability to cope with the stress inherent with confined individuals living in crowded living space. • The ability to accept supervision, such as receive instructions, coaching, and/or corrective action/discipline. • The ability to physically open security doors, requiring 15-30 lbs. of force. • Operate security doors, by buzzing and manually opening doors. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>2) Monitor video terminals in one or all of the following situations to regulate detainee and security:</p> <p>Monitor video terminals and operate control panels simultaneously to maintain perimeter security of Detention Facility and control movement within Detention.</p> <p>Monitor video terminals and operate control panels while responding to both visual and audio cues. Maintain security on Detention floor and control movement of detainees and authorized individuals to/from Living area, recreation area, library, visitation area, health clinic and elevator.</p>	<ul style="list-style-type: none"> • Ability to view multiple video screens and be aware of normal hazards and respond appropriately to changes in a security detention 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. • 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. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

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2) [contd.] Visually monitor detainee Living area and operate control panel from Post to maintain living security and control movement within Living area.	<ul style="list-style-type: none"> • Ability to rotate head up to 90 degrees (left and right) while observing detainee movement both on monitors and through direct observation. Ability to flex/extend head up to 60 degrees while operating control panel. Ability to hear audible tones. • Walking/standing is used to move around detention area or within the control booth. Additionally, stair climbing is used to access control booth and/or detainee areas. In cases of emergency, staff may be required to exert significant physical effort and use most body motions in an effort to restrain a detainee or assist in restraining a detainee. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
3) Maintain control with direct supervision of detainees – up to 13 detainees – in a separate Living area.	<ul style="list-style-type: none"> • Physical mobility to interact with youth in unit and court yard. • Utilize stairs in 15-minute interval. • Participate in housekeeping chore. • Provide structure programming. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
4) Maintain security and control of the detainees and Detention Facility. Respond to emergency situations (i.e., detainee disturbance, escape attempt or fire) to maintain or regain security and safety.	<ul style="list-style-type: none"> • Follow State/County approved techniques for defense. The ability to react quickly and appropriately to changing detainee situation. Evaluation situation and determine appropriate enforcement method. Require the use of restraint or physical force. • 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. • Employee must physically be able to run 300–500 yards, walk, climb stairs, and may be required to exert significant physical force in restraining detainees. Employee may have the assistance of other worker(s). 	<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>	

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4) [contd.]	<ul style="list-style-type: none"> Transport detainee, when necessary, which may require lifting up to 100 pounds. Assistance available for transporting detainees weighing more than 200 pounds. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5) Escort detainee between floors and to/from Health Clinic or court; escort detainee to/from various outside courts, hospitals or County/State facilities utilizing County vehicle.	<ul style="list-style-type: none"> Ability to be aware of detainee activity that is suspicious in nature and to take appropriate precautions. The ability to interact quickly, appropriately and calmly to detainees displaying disruptive or threatening behavior. Ability to use non-lethal physical force when necessary to restrain a detainee. The ability to drive a car or van with automatic transmission and to talk and listen over a communications radio. 	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
6) Conduct detainee receiving including a body search, booking, release and transfer functions by collecting necessary information from detainee or other agency; intake/issue personal property, collect detainee signatures and review legal documents. Screen detainee visitors (this may include a wide variety of persons) to ensure no contraband, weapons or other inappropriate items enter the detention facility.	<ul style="list-style-type: none"> Ability to follow written procedures and regulations; ability to accept and respect individual differences without personal bias; ability to control disruptive detainees; ability to read and complete legal documents. Ability to operate computer keyboard to access and record information correctly; ability to sit and stand on an intermittent basis while interviewing detainee and recording information; ability to bend and/or squat to conduct personal body search; ability to collect detainee personal property and lift/carry property bags weighing up to 25 pounds on an occasional basis. The ability to interact appropriately with the general public and inform them of the proper regulations and procedures for entering the detention facility. 	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	

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<p>7) Instruct detainee on Detention rules; maintain detainee counts; write detainee disciplinary reports concerning security, detainee problems, emergency problems or other occurrences.</p> <p>Provide previously prepared food to detainees on trays and provide for the removal of the tray after meal is completed.</p>	<ul style="list-style-type: none"> Communicate effectively with a diverse detainee population; ability to understand and perform basis mathematical functions; write clearly, accurately and concisely; ability to conduct or assist with investigations. Walk, stand, bend and/or carry trays to detainee. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>8) Monitor detainees in security facility and detainees participating in COC programs; supervise work of detainee workers in the cleaning and maintenance of the detention areas.</p> <p>Order, receive and stock materials and supplies utilized within facility; escort construction, repair and other individuals throughout the facility.</p>	<ul style="list-style-type: none"> Follow written procedures and regulations; maintain accurate log books; function as a team member with other staff and maintain effective working relationship with supervisor. Walk up to four hours daily performing inspections of living units and movement of detainees. Ability to understand and perform basis mathematical functions; communicate effectively with supervisor and outside vendors; coordinate and schedule maintenance and repair of detention facilities. Walk while escorting individuals; lift and carry supplies that may weigh up to 40 pounds, may bend, reach or squat while stocking shelves. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
Marginal Functions	Skills & Abilities Required	Able to Fully Perform	Comments — Restrictions must be stated in objective measurable terms. Use medical rationale to justify restriction <i>but do not state the diagnosis.</i>
<p>Participates in staffing proceedings and hearings as assigned.</p> <p>Relieve other workers of their assignment during lunch and break periods.</p> <p>Collects and distributes detainee commissary requests and issues supplies.</p>	<p>The ability to communicate with a diverse detainee population; follow standard operating procedures.</p> <p>The ability to do all corrections officer job assignments throughout the facility. This may physically require the employee to use all noted body motions and exert minimal to significant physical effort.</p> <p>Walk, stand, bend and/or carry while obtaining and distributing supplies. May carry up to five pounds.</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>	

EMPLOYEE NAME: _____ **DETENTION OFFICER**

Employee is medically released to **fully perform the Detention Officer essential functions:** YES, Effective Date of Return to Work: _____

NO If no, probable anticipated date of return to work: _____

Employee is medically **released to perform duties of the** job described in this document, with restrictions indicated: YES, effective date of return to work: _____

NO If no, probable anticipated date of return to work: _____

Please indicate restrictions in detail: _____

Please check if restrictions are: Permanent OR Temporary If temporary, please indicate anticipated duration: _____

Comments: _____

Physician's Name (Please Print): _____ Area Code & Phone Number: _____

Physician's Signature: _____ Signature Date: _____

ATTN: Health care provider - Thank you for your prompt attention to this matter, as referenced employee may not be able to return to work until this information is received and reviewed. This information will help to facilitate referenced employee's return to work and ensure that any restrictions needed are considered and appropriately accommodated.

Please complete this form in full and submit it as soon as possible. Please indicate employee's name at the top of each page. Completed form can be submitted to the King County Department of Adult & Juvenile Detention (DAJD) Human Resources office via:

- Fax Number: (206) 205-5666
- E-Mail (scan copy of completed documents): leavemgmt.dajd@kingcounty.gov
- Any questions can be directed to DAJD Human Resources at: 206-477-2400.