

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Correctional Deputy I/II  
**DEPARTMENT:** Sheriff  
**PHYSICAL DEMAND STRENGTH RATING:** Heavy per job analysis

**DATE COMPLETED:** January 2024  
**DIVISION:** Detention

**INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:**

*Please use the “Medical Provider Use Only” columns to the right of each section and the “Medical Provider’s Comments & Signature” Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.*

**FREQUENCY RATING:**

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never/Not Required (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

**PART 1 - JOB DUTIES/FUNCTIONS:**

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column “Can Perform”, is “Temporarily Restricted” from performing, or is “Permanently Restricted” from performing.
While performing the following duties, employees in this position work in a secured detention facility, continuously interacting with inmates; wears duty equipment at all times weighing approximately 7 pounds.  Duty equipment refers to the following: Keys, Duty Belt/Vest, Two-way Radio, Flashlight, Taser, Body-worn Camera, OC Aerosol Spray, Handcuffs, Gloves			PPE, Computer			
Works a fixed post position, requiring all shifts including nights, weekends, and holidays; works long and irregular hours, subject to hold-over and call back; routinely working overtime to meet mandatory staffing requirements.	1	C	Duty Equipment		E	

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Supervises inmates in a direct supervision module/unit: Sits or stands at module workstation; walks around unit an average of 3 miles per day, including up and down stairs, to interact with inmates and observe, assess, and manage their behavior; makes quick and accurate decisions while dividing attention between numerous issues which may require immediate, simultaneous responses; explains rules and procedures of the facility to inmates so they understand the expectations and consequences of their behavior; mediates inmate disputes.	2	C	Duty Equipment		E	
Performs searches of inmates and housing areas using sight, smell, and touch; searches all areas of housing areas including toilets; climbs on privacy walls to search above door jambs and other high areas; reaches overhead to search above ceiling tiles; reaches into, over and under mattresses; lifts and moves objects weighing up to 30 pounds; performs pat down of inmates; searches pant legs and pockets: bends and squats during searches.	3	O	Duty Equipment		E	
Observes and collects urine specimens from inmates; observes and performs visual inspections of unclothed inmates; reports any findings.	4	O	Duty Equipment		E	
Responds quickly to in-custody emergencies: climbs stairs and runs/sprint distances up to 300 feet carrying equipment weighing up to 10 pounds; subdues, restrains, or defends against physical attack using force, restraint equipment, and less lethal weapons in accordance with department policies and using approved defensive tactics; lifts, carries, drags/pulls restraint chairs or persons weighing more than 100 pounds over level surfaces and down stairs (team lift); maintains a calm and controlled demeanor while defusing emotionally charged situations.	5	O	Duty Equipment, Fire Extinguisher, Litter, Stair Chair, Carrying Tarp		E	
Collects inmates from cells, unlocking and relocking cell doors more than 100 times per shift; Maybe required to open and close sally port doors with push/pull force of up to 26 pounds occasionally; maintains control of inmates while escorting them by foot to and from court, housing units, and programs; maintains close proximity to inmates; uses communication skills to gain compliance; follows all safety protocols.	6	F	Duty Equipment		E	

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Actively monitors multiple computer control panels overseeing housing areas; observes, evaluates, and assesses inmate interactions and situations; uses good judgment to determine and initiate the appropriate response to in-custody emergencies; operates hand controls to adjust panels; deciphers color codes on computer monitor to determine which inmates to allow into common areas; communicates issues requiring immediate attention using audio devices.	7	F	Duty Equipment, Computer		E	
Inspects and issues fire, life and safety equipment in housing areas; ensures all equipment has been issued, is in safe working condition, and is in locked storage areas.	8	O	Duty Equipment		E	
Prepares, writes, reviews and maintains reports, forms, files and other necessary electronic or hand written documents; enters and retrieves data from data systems.	9	O	Duty Equipment, Computer		E	
Communicates in person or by phone or email with other department staff and the general public to coordinate activities and provide information.	10	O	Duty Equipment, Computer, Phone		E	
Participates in continuous training to maintain required certifications and to maintain and enhance required knowledge and skills, including defensive tactics and other physical abilities.	11	O			E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate safety gear; reports or corrects unsafe conditions.	12	C	Duty Equipment		E	
<b>SPECIALITY ASSIGNMENTS:</b> In addition to the duties listed above, the Correctional Deputy I/II in specialty assignments also perform the following duties:						
<b>Background Investigator:</b>						

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Conducts POST approved background investigations for new employees; advises applicant on information required; reviews information; researches computer databases for information; interviews applicant associates; provides information and participates in hiring decision making; accurately documents all information related to background investigation; maintain confidentiality. Complete thorough and intensive background investigations, including in-home investigations, into prospective sworn and non-sworn Sheriff's Office employees and less intrusive background investigations into potential periphery employees and volunteers. Maintain a working knowledge of POST hiring dimensions.	13	C	Computer, Phone, Vehicle	Background Investigation Certification		
Makes presentations on duties and career opportunities within the Sheriff's Office; attends job fairs, community events and recruitment events; maintains a professional demeanor.	14	O				
<b>Central Control Deputy:</b>						
Manages the Central Control Center; actively monitors all security, safety, and communication systems in the detention facilities, including all public spaces; observes, evaluates and assesses inmate interactions and situations; uses good judgment to determine and initiate the appropriate response to in-custody emergencies; verifies identity of visitors; sits often, but has the ability to stand as needed; operates hand controls to adjust panels; communicates issues requiring immediate attention using audio devices; calls dispatch when assistance is required.	15	C	Computer, Communications Equipment, Phone	Sheriff's Office Central Control Certificate		
<b>Classification Deputy:</b>						

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Classifies inmate gang membership and affiliation in order to make appropriate housing assignment; performs risk assessment on inmates, using a decision tree and screening tools; interviews and interrogates inmates to obtain necessary information; researches and reviews criminal and gang information about inmates; accesses computerized information; independently assigns housing assignment based on risk factors; reviews, monitors, and documents inmate behavior during incarceration in order to determine if assigned housing continues to be appropriate; documents inmate behavior; monitors population levels; initiates housing changes and transfers; completes all paperwork in a timely fashion.	16	C	Computer, Phone, handcuffs, portable radio			
Screens inmate phone calls; copies electronically when requested; maintains and documents chain of custody.	17	O	Computer, Electronic Recording Devices			
<b>Contact Visiting Deputy:</b>						
Coordinates contact visits, including professional interview visits; receives request for visits; approves and schedules visit appointment; monitors contact visits to ensure safety of the visitor; conducts tours of the detention facilities; completes all paperwork in a timely fashion.	18	C	Duty Equipment, Computer, Phone			
<b>Court Holding/Movement Deputy:</b>						
Oversees and participates in the movement of inmates to and from court holding cells: supervises and monitors the behavior and actions of the inmates; takes appropriate action to control behavior and actions of inmates, utilizing restraints as necessary; pushes inmates in wheelchair; escorts inmates back to assigned housing upon completion of court; ensures the safety of the public and staff during movement of inmates.	19	C	Duty Equipment, Wheelchair, Leg and Arm Restraints, Computer, Phone			
<b>Crisis Negotiations Deputy:</b>						

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
On call 24/7; deploys during major crisis situations involving suicidal subjects, barricaded subjects, and hostage situations, in the detention facilities and in the community; communicates with subject(s) to build rapport; persuades subject(s) to comply with demands to defuse the situation; ensures the safety of all.	20	O	Duty Equipment	Hostage negotiation school – 40 hours		
<b>Defensive Tactics Instructor:</b>						
Instructs staff in self-defense, cell extraction, the use of specialized equipment, and crowd control techniques; participates in quarterly trainings and new hire orientations	21	C	Duty Equipment, Heavy Bag	Defensive Tactics Instructor School		
<b>Detention Alternatives Deputy:</b>						
Oversees and interacts with inmates who qualify for the Electronic Monitoring Program, who are allowed to serve court ordered sentences while continuing with their education and/or employment; screens inmates for approval or denial to participate; responds to email or phone alert notifications of unauthorized locations by calling dispatch to respond; documents activities of inmates; completes all paperwork in a timely fashion; communication with outside agencies.	22	C	Computer, Phone, handcuffs, radio			
<b>Disciplinary Grievance Deputy:</b>						
Investigates allegations of inmate misconduct; investigates and responds to inmate grievances and claims; conducts inmate disciplinary hearings; makes finding of guilt or not; makes determination of punitive consequences; completes all paperwork in a timely fashion.	23	C	Computer, Phone, handcuffs, radio			
<b>Facility Training Deputy:</b>						
Trains newly hired Correctional Deputies over a multiple weeks; creates training classes; trains and ensures understanding of the facilities, post order operations, policies, and procedures; shadows and provides mentoring of newly hired Correctional Deputies as they perform their assignments; evaluates, both orally and in writing, the performance of the Correctional Deputies.	24	C	Duty Equipment, Computer, Phone	Facility Training Officer school – 40 hours		

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<b>Gang Intelligence Deputy:</b>						
Identifies inmates at the detention facilities who are members, associates, or affiliates of street or prison gangs; works closely with other law enforcement agencies to share information; researches, interviews, and obtains information regarding gang activity, association, etc.; investigates inmate behavior, activity, or incidents reflecting gang behavior or involvement; enters gang membership, association, or affiliation into computer database; keeps other staff informed; writes memos documenting information. ;	25	C	Duty Equipment, Computer, Phone			
Provides training to detention staff on gang awareness and gang updates; prepares and presents in-service trainings.	26	O	Duty Equipment, Computer, Phone			
<b>Honor Guard:</b>						
Participates in ceremonial events, such as memorial services; marches in procession; stands at attention for long periods of time; wears specialized uniform; performs duties in all types of weather and on various terrain; wears firearm; carries flags.	27	O	Firearm, Dress Uniform, Flags	832 PC Firearms Class, 40 Hour Honor Guard School.		
<b>K-9 Handler:</b>						
Employees in this assignment are subject to K-9 call-outs after hours; provides full-time care for assigned dog, including ongoing training, feeding, grooming, and exercising; lifts and carries injured dogs weighing up to 100 pounds; schedules frequent training with dog; participates in annual recertification as a K-9 Handler.	28	F	Vehicle, Leash, Dog Toy, Bowls, Crate, CDL, Assigned vehicle	CNCA Certification; Monthly and Annual re-certifications		
Coordinates and participates in searches in detention facilities; handles canine by carrying, leading on leash, tether, or other control methods; searches for drugs utilizing the trained canine; participates in training related to narcotic detection and detection of jail contraband.	29	O	Duty Equipment			
<b>Male Special Core Deputy:</b>						

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Works, in conjunction with multiple Correctional Deputies, in the maximum security Male Special Module, with inmates who are highly sophisticated, demonstrate aggressive behavior, pose a threat to staff and other inmates, and who have proven they are unable to abide by the rules and regulations of the facility; ensures the safety of other Correctional Deputies; enforces facility rules.	30	C	Duty Equipment, Computer, Phone			
<b>Mental Health Core Deputy:</b>						
Works in modules with inmates who require frequent mental health supervision; utilizes excellent communication skills, patience, tolerance, and good officer safety; participates in mental health trainings and updates; restraint application and removal	31	C	Duty Equipment, Computer, Phone, Leg and Arm Restraints			
<b>Policy and Compliance Deputy:</b>						
Maintains the policies and procedures throughout the Detention Division; writes and updates policies and procedures, following County and Sheriff guidelines; schedules, prepares, and coordinates audits of the policies and procedures with multiple state agencies; independently performs monthly and quarterly audits of various detention operations; prepares detailed reports outlining results of audits.	32	C	Computer, Phone, Portable Radio, handcuffs			
<b>Program Deputy:</b>						
Coordinates, schedules, and supports organized inmate programs, which include personal improvement, personal interest, and educational classes; determines need and potential interest in classes; contacts potential instructors and organizations; surveys inmates for interests; arranges meeting spaces and supplies; organizes and oversees graduation ceremonies.	33	C	Computer, Phone, Portable Radio, handcuffs			
<b>Specialized Emergency Response Team (SERT):</b>						

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Trains in self-defense, cell extraction, the use of specialized equipment, and crowd control techniques; participates in monthly trainings to keep updated on numerous tactics incorporated in emergency response; maintains required fitness level; must be able to run a predetermined distance in a limited amount of time and demonstrate physical fitness through other predetermined physical activities; carry up to 20 pounds of equipment	34	0				
On call 24/7; required to respond within one hour; responds to emergency situations, such as protests and demonstrations; maintains crowd control; continuously monitors site for potential safety concerns; stands for long periods of time; makes mass arrests; tags arrestees for identification purposes; work outside jail with Sheriff's Special Operations Unit; ascending and descending ladders; repelling	35	0	Duty Equipment, Load-bearing Vests, 12 Gauge Shot Gun, Gas Mask, Ballistics Helmet, Glasses/Goggles, Combination Hearing Protection and Communication Devices, Ladders, Ropes, Harnesses	In-house SERT Training, Shotgun Use Certification, Chemical Agent Certification, Repel Certification		

**PART 2: PHYSICAL DEMANDS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
1 Sitting (i.e., using computer; monitoring computer control panels)	2, 7, 9, 10	O			
2 Sitting: Specialty Assignment duties as noted: (i.e., using computer; monitoring computer control panels)	13, 15, 16, 17, 18, 22, 23, 24, 25, 26, 32, 33	C			
3 Walking (i.e., on unit during security rounds)	2, 3, 4, 5, 6, 8, 10, 14, 15, 18, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 30, 31, 34, 35	F			
4 Running (i.e., responding to an emergency)	2, 5, 28, 34, 35	O			
5 Standing (i.e., standing at module work station in assigned unit)	2, 3, 4, 5, 6, 7, 8, 10, 14, 15, 18, 19, 20, 21, 22, 24, 26, 27, 28, 29, 30, 31, 33, 34, 35	F			
6 Bending-Neck (i.e., using computer, monitoring computer patrol panels; participating in training)	2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35	F			
7 Bending-Waist (i.e., assessing inmates, searching inmates and housing areas, responding to an emergency; participating in training activities)	3, 4, 5, 7, 11, 21, 28, 29, 34, 35	O			
8 Squatting (i.e., assessing inmates, searching inmates and housing areas, responding to an emergency; participating in training activities)	3, 4, 5, 7, 11, 21, 28, 29, 34, 35	O			
9 Climbing (i.e., stairs on housing units, ladders to roof areas, etc.)	2, 3, 5, 6, 10, 19, 24, 28, 29, 34, 35	F			
10 Kneeling (i.e., assessing inmates, searching inmates and housing areas, responding to an emergency; participating in training activities)	3, 4, 11, 21, 28, 29, 34, 35	O			
11 Crawling (i.e., assessing inmates, searching inmates and housing areas, responding to an emergency; participating in training activities)	3, 4, 11, 21, 29, 34, 35	O			
12 Twisting-Neck (i.e., scanning environment while performing work duties; monitoring multiple computer control panels; participating in training activities)	2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35	C			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
13 Twisting-Waist (i.e., assessing inmates, searching inmates and housing areas, responding to an emergency; participating in training activities)	2, 3, 5, 11, 21, 28, 29, 34, 35	O			
14 Repetitive Hand Use (i.e., using keys to open doors, using computer)	2, 3, 4, 5, 6, 7, 9, 10, 13, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 27, 28, 30, 31, 32, 33,	F			
15 Simple Grasping-Right Hand (i.e., using keys to open doors, holding flashlight)	2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 32, 33, 34, 35	F			
16 Simple Grasping-Left Hand (i.e., using keys to open doors, holding flashlight)	2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 32, 33, 34, 35	F			
17 Power Grasping-Right Hand (i.e., to gain or maintain control of inmate)	3, 5, 21, 28, 29, 34, 35	O			
18 Power Grasping-Left Hand (i.e., to gain or maintain control of inmate)	3, 5, 21, 28, 29, 34, 35	O			
19 Fine Manipulation-Right Hand (i.e., turning keys, using computer)	2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32	F			
20 Fine Manipulation-Left Hand (i.e., turning keys, using computer)	2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32	F			
21 Pushing and Pulling-Right Hand (i.e., heavy metal hinged doors, restraint chair, team lift of person weighing 165 pounds or more; participating in training activities)	2, 3, 5, 6, 19, 21, 28, 29, 31, 34, 35	O			
22 Pushing and Pulling-Left Hand (i.e., heavy metal hinged doors, restraint chair, team lift of person weighing 165 pounds or more; participating in	2, 3, 5, 6, 19, 21, 28, 29, 31,	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
training activities)	34, 35				
23 Reaching-Above shoulder level (i.e., searching housing areas; responding to an emergency; participating in training activities)	2, 3, 5, 11, 21, 27, 28, 29, 31, 34, 35	O			
24 Reaching-Below shoulder level (i.e., searching housing areas; responding to an emergency; participating in training activities)	2, 3, 4, 5, 6, 7, 8, 11, 19, 21, 27, 28, 29, 31, 34, 35	F			
25 Lifting up to 10 lbs. (i.e. duty belt, flash light, PPE)	2, 3, 4, 5, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35	F			
26 Lifting 11-25 lbs. (i.e., fire and life safety equipment)	2, 3, 5, 8, 11, 21, 27, 28, 29, 34, 35	F			
27 Lifting 26-50 lbs. (i.e., mattress, team lift of an inmate)	3, 5, 11, 21, 28, 29, 34, 35	O			
28 Lifting 51-75 lbs. (i.e., team lift of an inmate)	5, 11, 21, 28, 29, 34, 35	O			
29 Lifting 76-100 lbs. (i.e., individual or team lift of an inmate)	5, 11, 21, 28, 29, 34, 35	O			
30 Lifting 100 + lbs. (i.e., individual or team lift of an inmate)	5, 11, 21	O			
31 Carrying 0-10 lbs. (i.e., wearing duty belt, flashlight, PPE)	2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 18, 19, 20, 21, 24, 27, 28, 29, 30, 31, 34, 35	C			
32 Carrying 11-25 lbs. (i.e., fire and life safety equipment)	3, 5, 8, 11, 21, 28, 29, 34, 35	O			
33 Carrying 26-50 lbs. (i.e., mattress, team lift of an inmate)	3, 5, 11, 21, 28, 29, 34, 35	O			
34 Carrying 51-75 lbs. (i.e., team lift of an inmate)	5, 11, 21, 28, 29, 34	O			
35 Carrying 76-100 lbs. (i.e., individual or team carry of an inmate)	5, 11, 21, 28, 29, 34	O			

**PART 3: SENSORY REQUIREMENTS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Functional vision, normal or corrected	1 through 35	C			
2 Functional color vision, normal or corrected (i.e., identify alarm color, identify potential hazards, distinguish color of clothing or other identifying characteristics)	2 through 35	C			
3 Functional night vision, normal or corrected (i.e., while navigating between units at NCDF; working in cells with low lighting)	1, 3, 5, 28, 29, 34, 35	O			
4 Functional hearing, normal or corrected (i.e., to communicate with inmates, hear alarms or calls for assistance; participating in training activities)	1 through 35	C			
5 A sense of smell or taste (i.e., to identify hazardous substances, potential health hazards or contraband)	2, 3, 4, 5, 6, 7, 8, 12, 18, 19, 20, 22, 28, 29, 30, 31, 34, 35	C			

**PART 4: COMPREHENSION LEVEL**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow Oral Instructions	F			
2 Follow Written Instructions	F			
3 Required to sustain concentration	C			

**PART 5: NATURE OF TASKS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow set procedures	C			
2 Organize own work	F			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	F			
5 Required to train and/or lead other staff	O			
6 Required to direct other staff (e.g. planning, goal setting, performance)	O			

**PART 6: WORK PACE**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Tightly scheduled and rapid pace of work activities at high volume	F			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	F			
4 Limited/unpredictable opportunity for breaks	F			
5 Required to hold over – ability to work unexpected overtime	F			

**PART 7: COMPLEXITY/VARIABILITY**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Variable and unpredictable workflow	F			
2 Attention divided by issues requiring multi-tasking	C			
3 Work requires precise attention to detail	C			
4 Use of judgment in routine matters	F			
5 Requires use of judgment in adapting procedures from one task to another	F			
6 Possible legal ramifications associated with work activities or work product	C			

**PART 8: INTERACTIONS WITH OTHERS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Works with others (e.g., co-workers, other departments/agencies, public)	C			
2 Interactions limited to giving/receiving information	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	F			
4 Interactions occur under circumstances of emotional stress	F			
5 Risk of confrontation with violent or assaultive clients or customers	C			

**PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Work Inside	C			
Work Outside (i.e., perimeter checks, roof checks, recreation yard, navigating between units at NCDF, supervising inmates in garden)	O			
Extreme Heat (above 100 degrees)	O			
Extreme Cold (below 32 degrees)	O			
Excessive Noise (must raise voice to be heard)	F			
Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
Dust, Vapors, Fumes, Smoke	O			
Silica, asbestos, etc.	N			
Solvents (e.g., gas, turpentine, etc.) (i.e., Lawn mowers, etc.)	O			
Grease, oils (i.e., Lawn mowers, etc.)	O			
Acidic, Caustic Solutions (i.e., O.C. or Pepper Spray)	O			
Pesticides (i.e., Permethrin for treatment of lice, scabies, bed bugs)	O			
Explosives (e.g., percussion grenades, flash bangs)	O			
Cleaning supplies, abrasives	O			
Other Chemicals (e.g. drugs and other contraband)	O			
Human Blood, Body Tissues, or Fluids	O			
Human Wastes	O			
Animal Blood, Body Tissues, or Fluids (e.g., inmate service dog program)	O			
Animal Wastes (e.g., inmate service dog program)	O			
Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	O			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
Biomedical Waste	O			
Ionizing Radiation (i.e., guarding an arrestee or inmate during medical diagnostic procedure; guarding an inmate during x-ray cavity search)	O			
Non-Ionizing Radiation	N			
Electrical Energy	N			
Walking on uneven, slippery, or rough surfaces (i.e., cement floors, wet floors, etc.)	F			
Proximity to moving mechanical parts (module doors)	O			
Proximity to moving vehicles or objects (sally port, garden)	O			
Heights (e.g., unprotected, requires fall protection protocols)	N			
Contact with water, other liquids, humid conditions - not weather related	O			
Work Below Ground	N			
Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	C			
Operates non-commercial motor vehicles (i.e., passenger vans, cars, trucks) (e.g., transports supplies, transport staff to meetings, etc.)	O			
Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
Operates passenger van to transport clients, inmates, other non-staff)	N			
Pulls non-commercial trailers or equipment	N			
Operates heavy equipment	N			
Other:	N			

**PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:**

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
1 Audiometric Testing	X		
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam	X	X	
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard	X	X	Annual
7 Blood lead level			
8 Hazardous Waste/Emergency Worker physical			
9 Heavy metal screen (mercury, lead, arsenic)			
10 HINT Hearing Noise Sensitivity Testing	X		
11 Tuberculosis skin test	X	X	Annual
12 Vaccine: MMR			
13 Vaccine: Hepatitis B	X		One time, 3 shot series
14 Vaccine: Influenza	X	X	Annual
15 Vaccine: Meningococcal			
16 Vaccine: Pneumococcal			
17 Vaccine: Rabies			
18 Vaccine: Rabies Titer			
19 Vaccine: Tdap			
20 Vaccine: Chickenpox			

**PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.**



Sample of Bunk; Height- 60 inches



Sample of Bunk; Height- 53 inches



Sample of Property Bags- up to 28 lbs.  
Lifted Over head to 84 inches



Sample of Mattress- 26 lbs.  
Sample of Pillow- 4 lbs.



Sample of Meal Tray



Sample of Meal Cart: Full Push Force-34 lbs.  
Full Pull Force- 47 lbs.



Sample of Duty Belt- 7 Lbs.



Sample of Milk Crate used to carry bag lunches- 25 lbs. when full



Sample of Door- 26.5 lbs. Pull Force A Module



Sample of Keys- Turn 100-150 times in 8 hour shift



Sample of Restraint Chair- 94 lbs. Push Force