



**KITSAP COUNTY**  
 614 Division St.  
 Port Orchard WA 98366

Employee Name \_\_\_\_\_

**DEPARTMENT: OFFICE OF THE COUNTY SHERIFF**  
**PHYSICAL REQUIREMENTS: CORRECTIONS OFFICER 1 & 2**  
**CORRECTIONS SERGEANT & LIEUTENANT**

**ESSENTIAL FUNCTIONS:**

- Work in a jail environment, occasionally escorting inmates to court or appointments, and occasionally working in an office setting.
- Driving a vehicle and exposure to the hazards associated with all weather conditions and traffic is necessary.
- Sitting for extended periods of time.
- Visual acuity is required to conduct investigations of jail incidents and crime scenes and operate computer equipment. (Visual acuity cannot be worse than 20/100 in each eye without correction and corrected to 20/20 in the better eye and 20/30 in the lesser eye.). No color vision deficiencies.
- Hear voice communication and respond appropriately and to hear and understand two-way radio communications.
- Sitting, walking or running, standing, bending, carrying items.
- Must have sufficient strength and flexibility including running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling in order to physically subdue and restrain inmates or other individuals in a variety of volatile, possibly dangerous situations as necessary.
- Firing a weapon.

**Incumbents may be:**

Exposed to hazardous conditions where incumbents must respond to emergencies presenting physical risks from various sources including violent suspects/inmates, variety of potential weapons, noise, chemicals, bodily secretions, and other potential situations/dangers typical to jail settings.

**PHYSICAL REQUIREMENTS:**

POSTURE/ MOVEMENTS	MAXIMUM CONSECUTIVE MIN/HRS	TOTAL DAILY HOURS	POSITION CHANGE OPTIONAL	FREQUENCY OF ACTIVITIES
SITTING	1-60 Minutes	1-8 Hours*	Yes	Frequent to Continuous
STANDING	1-120 Minutes	3-4 Hours	Yes	Occasional to frequent
WALKING	1-15 Minutes	3-4 Hours	No	Frequent
ON FEET	1-120 Minutes	6-8 Hours	Yes	Continuous

**COMMENTS:** Workers alternate sitting, standing, and walking throughout shift. Workers may sit while filling out paperwork, writing reports, and when performing booking duties. Workers may sit while driving inmates to other facilities. \*Sitting time is increased significantly to a nearly continuous basis when worker is assigned to Control Rooms. Workers are typically rotated in/out of Control Rooms in 8 hours (maximum) increments.



**KITSAP COUNTY**  
 614 Division St.  
 Port Orchard WA 98366

Employee Name \_\_\_\_\_

ACTIVITY	NEVER 0%	INTER. 1-10%	OCCAS. 11-33%	FREQ. 34-66%	CONT. 67+%	Further Description
Balance			X			Required to maintain balance when walking, standing, crouching, or running. Maintaining balance when performing various maneuvers and techniques, and while working from heights (upper tiers) or climbing ladders.
Bend/Stoop			X			When performing inspections and searches.
Turn/Twist				X		When performing inspections and searches. Must have ability to overcome resistive force of others by using techniques that involve twisting of upper and lower extremities.
Kneel		X				Depending on assignment, to gather evidence, search areas, and secure/search inmates.
Squat			X			To gather evidence, search areas, look underneath an object, pat down/handcuff inmate, etc.
Crawl		X				Depending on assignment, to search confined areas.
Climb Stairs				X		Within housing units (pods). A <u>minimum</u> of 8 sets of stairs (ascending and descending) on an hourly basis for security checks. Increases to every ½ hour basis for units with ½ hour minimum checks and when required during enhanced security.
Climbing		X				Climbing ladder within facility to the roof, in duct/plumbing areas for security checks.
Reach (floor to waist level)			X			To pick up objects during searches of inmates and areas, using both upper extremities.



**KITSAP COUNTY**  
 614 Division St.  
 Port Orchard WA 98366

Employee Name \_\_\_\_\_

Reach (waist to shoulder level)				X		To utilize telephone, keys, door/gates, camera, when driving, operating print/photo machinery, subdue/restrain inmates, using both upper extremities.
Reach (shoulder to overhead)		X				To retrieve an item on a high shelf, to retrieve/store inmates' personal possessions
Handle/Grasp				X		Turning switches, pushing buttons, shifting gears, handling firearms, using a fire extinguisher, etc. Required to perform handling/grasping sufficient to restrain and control inmate. Handling telephone, inmate mail, paperwork, keys, radio.
Fine Manipulation/ Fingering			X	X		Depending on assignment, writing reports, keyboarding, filling out paperwork, using computer and pen/pencil. May perform continuous keyboarding for up to 3 minutes at a time, up to 2-4 hours per day. Must be able to safely operate handgun or conductive energy device (taser), Must have sufficient dexterity to load and unload a firearm/taser.
Foot Controls			X			Able to operate normal foot controls of a motor vehicle during transportation of inmates in a sedan or transport van.

**LIFT                      NEVER    INTER.    OCCAS.    FREQ.    CONT.                      OBJECTS LOWEST/**  
**0%            1-10% 11-33%    34-66% 67+%                      HIGHEST POINTS**

0-10 Pounds				X		Telephone, keys, meal trays, paperwork, two-way radio, firearm. Floor to shoulder.
11-20 Pounds			X			Inmate property, supply boxes. Floor to waist
21-30 Pounds			X			Paper supply boxes. Floor to waist
31-50 Pounds		X*				SEE NOTE BELOW
51-75 Pounds		X*				"
76-100 Pounds		X				SEE NOTE BELOW
100 + Pounds		X*				"



**KITSAP COUNTY**  
 614 Division St.  
 Port Orchard WA 98366

Employee Name \_\_\_\_\_

**CARRY: NEVER INTER. OCCAS. FREQ. CONT. MAXIMUM DISTANCE**  
**0% 1-10% 11-33% 34-66% 67+% CARRIED**

	0%	1-10%	11-33%	34-66%	67+%	CARRIED
0-10 Pounds				X		Approximately 1-1000 feet
11-20 Pounds			X			Approximately 1-100 feet
21-30 Pounds			X			Approximately 1-100 feet
31-50 Pounds			X			Approximately 1-50 feet
51-75 Pounds		X*				SEE NOTE BELOW
76-100 Pounds		X*				"
100+Pounds		X*				"

**PUSH/PULL: NEVER INTER. OCCAS. FREQ. CONT. MAXIMUM DISTANCE**  
**Max. Force 0% 1-10% 11-33% 34-66% 67+% MOVED**

	0%	1-10%	11-33%	34-66%	67+%	MOVED
0-10 Pounds			X			Carts, meal cart, dolly, restraint chair (empty) 1-1000 feet.
11-20 Pounds			X			Carts, meal cart, dolly, restraint chair (empty). To close heavy doors and windows. 1-1000 feet.
21-35 Pounds		X*				SEE NOTE BELOW
36-50 Pounds		X*				"
51-75 Pounds		X*				"
76-100 Pounds		X*				"
100+Pounds		X*				"

**\*LIFTING/CARRYING/PUSH PULL COMMENTS:** Workers are required to participate in restraining inmates. Workers must utilize appropriate procedures to restrain and protect inmates and staff. While restraining inmates may be required to push/pull with an estimated force of 80-100 pounds. On a rare occasion, may be required to push a vehicle to move it out of the way of traffic or for other safety reasons. Must be able to push/pull a restraint chair containing an inmate.

Workers may be required to lift/carry/drag a restrained inmate or an unconscious or disabled inmate during emergency situations and lift/carry an inmate during hygiene or medical needs. Occasional lifting up to 50 or more pounds to assist with lifting a person from the ground, seldom lift a hanging inmate to relieve pressure off of a ligature or lifting a body bag, etc. (Lifting may exceed 50 pounds depending on assistance available and weight of person lifted.)

**VISUAL ACUITY**

**CONDITION NEVER INTER. OCCAS. FREQ. CONT. DESCRIPTION**  
**0% 1-10% 11-33% 34-66% 67+%**

	0%	1-10%	11-33%	34-66%	67+%	DESCRIPTION
Seeing Small					X	When searching and inspecting



**KITSAP COUNTY**  
 614 Division St.  
 Port Orchard WA 98366

Employee Name \_\_\_\_\_

Detail						persons and areas
Color Discrimination					X	To differentiate color codes of uniforms and clothing, color computer screens and monitors, alarm panels, etc.
Visual Displays					X	Video and computer monitors

**COMMENTS:** Visual acuity is required to conduct investigations of jail incidents, crime scenes, and operate computer equipment. (Visual acuity cannot be worse than corrected to 20/20 in the better eye and 20/30 in the lesser eye.). No color vision deficiencies. Frequent near acuity, depth perception, color vision and field of vision. Must be able to scan and see objects and people in dimly lit areas. Must be able to operate mobile computing devices. Must be able to judge distances and spatial relationships so as to see objects where and as they actually are (i.e. while operating a vehicle and during observations within jail housing units).

**TALK/HEAR:**

CONDITION	NEVER 0%	INTER. 1-10%	OCCAS. 11-33%	FREQ. 34-66%	CONT. 67+%	DESCRIPTION
Audible signals					X	Alarms, radios, call buttons in pod cells, overhead speakers
Oral directions					X	Supervisor, co-workers, inmates

**COMMENTS:** Constant hearing and frequent talking to communicate with others by phone, two-way radio, and in person. Must be able to hear alarms and sirens, detect low/soft noises such as movement (an inmate moving up behind an officer in a housing unit or workstation).

Noise Intensity Level: Level 3 – Moderate. Intermittent exposure to loud (level 4) and very loud noise (level 5) from gun shots, traffic, NFDS’s (Noise Flash Diversionary Devices), Screaming/Yelling/Crying.

**TASTE/SMELL:**

Occasional smelling to detect odors such as smoke, alcohol, rotting substances (food) and other substances.

**WORKING CONDITIONS/ENVIRONMENTAL EXPOSURES:**

ACTIVITY	NEVER 0%	INTER. 1-10%	OCCAS. 11-33%	FREQ. 34-66%	CONT. 67+%	Further Description
Uneven Ground			X			When monitoring inmates during recreational time and during transport of inmates outside of facility.



**KITSAP COUNTY**  
 614 Division St.  
 Port Orchard WA 98366

Employee Name \_\_\_\_\_

Work Outside			X			Transporting inmates to various locations and monitoring outside work of inmates. Exposure to outside atmospheric conditions.
Work Inside					X	Corrections facility and office environments
High Elevations			X			Upper floors of housing units and stairways. Intermittent work on the roof of the jail.
Moving objects			X			Electric gates/doors, vehicles
Slippery Surface		X				If spills occur, in kitchens/work areas, during housekeeping activities, and when outdoors.
Wetness		X				In kitchens/work areas and when outdoors.
Temp. Extremes		X				As weather dictates
Confined Spaces			X			In pods, cells, in vehicles
Special Clothing					X	Uniforms, Protective Gloves (Latex/nitrile/vinyl), ballistic vests, N95 masks, as required.
Safety Equipment					X	Firearms, pepper spray, conductive energy devices (taser), as required.
Vibration			X			Normal vehicle vibration
Use of Solvents		X				When cleaning materials are used.
Use of Detergent		X				When cleaning materials are used.
Chemical Contact			X			When pepper spray and cleaning materials are used
Chemical Inhalant			X			When pepper spray is used
Dust or Particles			X			When pepper spray is used and while cleaning or supervising the cleaning of areas within the facility.
Other			X			Exposure to bodily fluids, potentially dangerous situations, physical altercations, hazardous chemicals, unsanitary conditions, violent crime scenes, noxious odors, confined spaces, heights.



**KITSAP COUNTY**  
 614 Division St.  
 Port Orchard WA 98366

Employee Name \_\_\_\_\_

Special Equipment		X				Riot Gear, Cell Extraction Equipment (Helmet, Body Armor, Fiberglass Shields) Full Hazmat Body Suits
-------------------	--	---	--	--	--	---

**COMMENTS:** Noise Intensity Level: Level 3 – Moderate. Intermittent exposure to loud (level 4) and very loud noise (level 5) from gun shots, traffic, NFDS’s (Noise Flash Diversionary Devices), screaming/yelling/crying.  
 additional physical demands are required for special assignments such as firearms or defensive tactics instructor. Mainly, the frequency of those physical demands increases depending on the instructor assignment.

As situations arise, Corrections Officers may be required to use special protective gear including but limited to: Helmet with face shield, body armor and padding (upper torso, mid-section protection, and leg protection), fiberglass shields, ballistic vests, and full body hazmat suits

**PHYSICIAN:**

- I agree that the above name worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today’s date, \_\_\_\_\_.
- I agree the worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent  or temporary  basis.
- The above-named worker ***temporarily*** cannot perform this job based on the following physical limitations.

**Anticipated release date:** \_\_\_\_\_  
**Treatment plan:** \_\_\_\_\_

- The above-named worker is ***permanently*** restricted from performing the physical activities described in this job analysis based on the following limitations (state objective medical findings):

**Comments:**

Physician Signature

Date