


ADA Essential Functions Worksheet

Date: 9/2023

Department: Sheriff

Classification Title: Correctional Officer

I verify that the following information accurately describes the essential functions of the job listed.

Angela Wollenhaupt  Jail Administrator
Supervisor Name: Print and Sign Title: Print

1. General Purpose of the Work:

Under supervision, to enforce Federal, State, and County laws and ordinances consistent with policies, procedures, rules, regulations, and other communications of the Department. Patrols County roads and highways to ensure the peace and safety; maintains order and security in courtrooms and County facilities; serves civil process and warrants, and performs other duties as required.

2. Major tasks that are performed as part of the position:

Daily Duties:

1. Supervises, interacts with, and provides for the care and custody of municipal, county, state and federal inmates in the County's Jail facilities.
2. Maintains safety, security, order and discipline by enforcing the rules and regulations of each County Jail facility.
3. Receives inmates into custody from law enforcement agencies; completes booking process including documentation of charges and release conditions, inventory of property and money, medical history and related assessments, contraband search and dress-in, video imaging, fingerprinting, DNA collection, and screening for infectious/communicable disease; processes inmates upon release.
4. Inspects incoming and outgoing mail.
5. Supervises all daily activities of inmate housing units such as mail, programming, canteen, meal service, hygiene and medical needs.
6. Performs and documents inspections of housing areas and Jail facilities for cleanliness, contraband and to identify security, health and safety concerns; searches inmates for contraband.
7. Screens visitors and ushers through facility.
8. Escorts inmates within and between facilities; transports inmates or other property as required.
9. Assigns, supervises, inspects and evaluates the work of inmates involved in laundering and linen exchange, serving of meals, cleaning of the facilities and other required work activities.
10. Settles disputes, prevents disturbances and enforces proper conduct of inmates through counseling, warnings, progressive sanctions and disciplinary action such as loss of privileges.
11. Serves as a positive role model providing a rehabilitative influence on inmates through effective leadership, appropriate interpersonal communication skills, and frequent and attentive interaction.
12. Provides education to inmates on the availability of work, treatment, religious and educational opportunities.
13. Observes, records and appropriately responds to unusual or noteworthy behavior of inmates.
14. Electronically monitors the physical location of inmates and documents appropriately.
15. Restores order and controls the movement of inmates during disturbances and emergencies using appropriate physical control and/or equipment.
16. Restrains inmates employing the least restrictive means necessary to control disorderly behavior; may use assistive devices such as OC spray, taser, handcuffs, restraint chair and bed, belly chain, etc.

ADA Essential Functions Worksheet

Daily Duties (continued):

17. Prepares and presents written and oral reports and records as required.
 18. Provides court testimony as required.
 19. Establishes and maintains effective working relationships with inmates, supervisors, coworkers, law enforcement personnel and the public.
 20. May administer basic first aid, perform cardiopulmonary resuscitation (CPR), or utilize an automated external defibrillation (AED) as needed.
-

Regular Periodic Duties: N/A

Occasional or Infrequent Duties: N/A

3. **Machines or equipment used in performing the essential functions of the job:**

Automated external defibrillation (AED), fire extinguisher, self-contained breathing apparatus (SCBA) and other emergency equipment including but not limited to, OC spray, taser, handcuffs, restraint chair and bed, and belly chain. Working knowledge of computerized department program software, internet access, database, spreadsheet, and word processing programs.

4. **Does the position require the ability to work any shifts and/or day? Specify.**

Yes. The Department is a 24/7 operation. A Correctional Officer must be able to work all hours/shifts.

5. **Physical Demands and Work Conditions:**

Complete the following activities list identifying the physical demands of the job and the work conditions under which the work is performed.

Assess the amount of time required to perform those activities or work under the conditions identified.

Use the criteria listed below to determine the amount of time each day.

ACTIVITIES	Is the Activity Performed?		Frequency		
	Place an "X" in the appropriate column		If the activity is performed, place an "X" in the appropriate frequency of performance column		
	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

SITTING		X	X		
STANDING		X		X	
LIFTING					
0 – 20 lbs. (light)		X			X
21 – 50 lbs. (moderate)		X	X		
51 – 100 lbs. (heavy)		X	X		
100 lbs. (very heavy)	X				
Maximum Lift: 200 lbs.	X				
Lifting from Arm Level		X		X	
Lifting from Floor Level		X	X		
PUSHING					
Light objects		X	X		
Medium objects		X	X		
Heavy objects		X	X		
On/off elevator		X	X		
Up/down incline	X				
REPETITIVE MOTIONS					
PULLING					
Light objects		X	X		
Medium objects		X	X		
Heavy objects		X	X		
On/off elevator		X	X		
Up/down incline	X				
WALKING					
On smooth surface		X			X
On uneven surface	X				
Up/Down Stairs		X		X	
RUNNING					
On smooth surface		X	X		
On uneven surface	X				
Up/Down stairs		X	X		

ACTIVITIES	Is the Activity Performed?		Frequency		
	Place an "X" in the appropriate column		If the activity is performed, place an "X" in the appropriate frequency of performance column		
	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

REPETITIVE MOTIONS Continued					
CLIMBING					
Stairs		X		X	
Ladders	X				
Inclines	X				
Scaffolds	X				
AGILITY					
BALANCE		X			X
REACHING					
Below shoulder		X		X	
Above shoulder		X	X		
TRUNK MOVEMENT					
Rotation		X		X	
Bending forward		X		X	
Bending back		X	X		
Bending to side		X		X	
Bending down		X		X	
LOW LEVEL WORK					
Crawling		X	X		
Kneeling		X	X		
Squatting		X	X		
HAND/FINGER DEXTERITY:					
Fine Finger Movements		X			X
Unilateral		X			X
Bilateral		X			X
Speed is vital		X			X
Hold/manipulate small objects		X			X
CARRYING OBJECTS					
On smooth surface		X		X	
On uneven surface	X				
Up/down stairs		X		X	
Up ladders or stools	X				

ACTIVITIES	Is the Activity Performed?		Frequency		
	Place an "X" in the appropriate column		If the activity is performed, place an "X" in the appropriate frequency of performance column		
	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

AGILITY Continued					
DRIVING					
Class "D" driver's license needed (i.e., regular driver's license)		X	X		
Commercial Driver's License Needed (specify class _____)	X				
VISION					
Near vision acuity		X			X
Far vision acuity		X			X
Vision – Color Identification		X			X
Vision – Depth Identification		X			X
Talking in Person		X			X
Talking via Phone or On Radio		X			X
Hearing in Person		X			X
Hearing via Phone or On Radio		X			X
WORKING CONDITIONS					
Inside		X			X
Outside		X	X		
Work with others		X			X
Work alone		X			X
Work near others		X			X
Cramped workspace (limits motion)		X	X		
Toxic Chemicals		X	X		
Dusts		X	X		
Vapors / Fumes		X	X		
Heat		X	X		
Cold		X	X		

ACTIVITIES	Is the Activity Performed?		Frequency		
	Place an "X" in the appropriate column		If the activity is performed, place an "X" in the appropriate frequency of performance column		
	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

WORKING CONDITIONS Continued					
Noise		X		X	
Vibration		X	X		
Radiation	X				
Computer Work		X		X	
Pathogens/blood and body fluids		X		X	
Respirator Use – Specify (SCBA)		X	X		
Reach behind the back (both arms/hands)		X	X		
Harness on shoulders (both arms/hands)		X	X		
Pull 30 lb. SCBA off the wall station (both arms/hands)		X	X		
Cinch shoulder harnesses (both arms/hands)		X	X		
Cinch waist belt (both hands)		X	X		
Reach behind the back/turn resp. valve (right arm/hand)		X	X		
Reach behind the head – secure mask straps (both hands)		X	X		
Breathe through positive pressure mask		X	X		
Maintain 30 lb. SCBA in place on back for duration of emergency situation		X	X		
Gas Mask –if on CERT Team		X	X		
WORK HOURS					
Regular Overtime Required		X	X		